

# **BIRMINGHAM CITY COUNCIL**

## **RESOURCES OVERVIEW AND SCRUTINY COMMITTEE**

**THURSDAY, 30 MARCH 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 meeting You Tube site ([www.youtube.com/channel/UCT2kT7ZRPFCXq6\\_5dnVnYlw](http://www.youtube.com/channel/UCT2kT7ZRPFCXq6_5dnVnYlw)) 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.

- 5 - 12**                    4        **ACTION NOTES AND ACTION TRACKER**
- To agree the action notes of the meeting held on 9 February 2023 and note the action tracker.
- 13 - 32**                    5        **FINANCIAL MONITORING 2022/23 - MONTH 10**
- To consider the Month 10 Financial Monitoring Report (considered at Cabinet on 21 March 2023).
- Fiona Greenway, Acting Director of Finance, and Richard Lloyd-Bithell, Assistant Director, Financial Strategy, in attendance.
- 33 - 40**                    6        **S106 AND COMMUNITY INFRASTRUCTURE LEVY**
- To provide an overview of the processes and procedures regarding S106 and Community Infrastructure Levy.
- Hayley Claybrook, Planning Contributions Officer, in attendance.
- 41 - 68**                    7        **PLANNED PROCUREMENT ACTIVITIES REPORTS**
- To consider the latest Planned Procurement Activities Reports (considered at Cabinet on 21 March 2023).
- Steve Sandercock, Assistant Director, Procurement, in attendance.
- 69 - 84**                    8        **WORK PROGRAMME**
- For discussion.
- 9        **DATE OF NEXT MEETING**
- To note that the next meeting is scheduled for Thursday 27 April 2023 at 1400 hours.
- 10       **REQUEST(S) FOR CALL IN/COUNCILLOR CALL FOR ACTION/PETITIONS RECEIVED (IF ANY)**
- To consider any request for call in/councillor call for action/petitions (if received).
- 11       **OTHER URGENT BUSINESS**
- To consider any items of business by reason of special circumstances (to be specified) that in the opinion of the Chair are matters of urgency.

12 **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'.

13 **EXCLUSION OF THE PUBLIC**

*If members wish to consider information under agenda item 14 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.*

**PRIVATE AGENDA**

14 **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****RESOURCES O&S COMMITTEE – PUBLIC MEETING**

**1400 hours on Thursday 9 February 2023, Committee Room 6, Council House,  
Victoria Square, B1 1BB**

**Action Notes**

---

**Present:**

Councillor Akhlaq Ahmed (Chair)

Councillors: Meirion Jenkins, Rashad Mahmood, Hendrina Quinnen and Paul Tilsley

**Also Present:**

Cllr Yvonne Mosquito, Cabinet Member for Finance and Resources

Rebecca Hellard, Strategic Director of Council Management (On-line)

Alison Jarrett, Director of Group and Capital Finance

Richard Lloyd-Bithell, Assistant Director, Financial Strategy

Steve Sandercock, Assistant Director, Procurement (On-line)

Jayne Bowles, Scrutiny Officer

Christian Scade, Head of Scrutiny and Committee Services

---

**1. NOTICE OF RECORDING/WEBCAST**

The Chair advised the meeting to note that this meeting will be webcast for live and subsequent broadcast via the Council's meeting You Tube site ([www.youtube.com/channel/UCT2kT7ZRPFCXq6\\_5dnVnYlw](http://www.youtube.com/channel/UCT2kT7ZRPFCXq6_5dnVnYlw)) 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 Bushra Bi and Ken Wood.

**3. DECLARATIONS OF INTERESTS**

None.

#### 4. ACTION NOTES AND ACTION TRACKER

(See documents 1 and 2)

##### **RESOLVED:-**

- That the action notes of the meeting held on 22 December 2022 were agreed.
- That the action tracker was noted.

At this point it was agreed that the agenda would be re-ordered, with the Planned Procurement Activities item being taken before the financial reports.

#### 5. PLANNED PROCUREMENT ACTIVITIES

(See documents 3 and 4)

Councillor Yvonne Mosquito, Cabinet Member for Finance and Resources, was in attendance for this item.

Rebecca Hellard, Strategic Director of Council Management, and Steve Sandercock, Assistant Director, Procurement, were in attendance on-line.

The Chair referred to paragraph 3.2 in the Key Decision covering report regarding cashable savings. Members were told that in the current financial year, there is a corporate procurement saving as part of the overall Medium Term Financial Plan savings, so where a contract goes to market and there are any savings coming from that, that would be banked corporately. This was approved by City Council in February 2022.

##### **RESOLVED:-**

That the report was noted.

#### 6. FINANCIAL MONITORING 2022/23 – QUARTER 3

(See document 5)

Councillor Yvonne Mosquito, Cabinet Member for Finance and Resources, Alison Jarrett, Director of Group and Capital Finance, and Richard Lloyd-Bithell, Assistant Director, Financial Strategy, were in attendance for this item.

Rebecca Hellard, Strategic Director of Council Management, was in attendance on-line.

Rebecca Hellard highlighted the following key points in the report:

- There has been positive movement in the overall net position with a forecast risk of overspend of £11m, an improvement from the £26.7m in Month 8.
- An additional aspect to robust financial management has been to pool centrally all earmarked service reserves to review them all so they are not sitting in service areas not being used.
- Table 1 is the high level summary of forecast position and, as reported previously, there is significant risk of overspend in the Children and Families Directorate, followed by City Operations and City Housing.

- Adult Social Care has a smaller risk of overspend, as does Council Management.
- There has been previous discussion regarding the spend controls which have been in place for the last two years and this year the rigour of those spend controls has been increased.
- The report also includes the position on delivery of savings, as well as mitigations of the forecast overspend.
- Table 4 is an overall high level analysis of those savings risks. That situation has improved and there still remains £4.149m out of the £42.865m of high risk savings which they are continuing to pursue.
- The capital position is also reported and where there has been slippage in that capital position.

The Chair invited Councillor Mosquito to present and in doing so the following key points were highlighted:

- The Council's strategic aim is to delivery within the budget, however given the cost of living crisis and the pressures within Children's Services, this year has been particularly tough.
- There is a risk that if these pressures are not sufficiently mitigated, we will overspend at the end of the year.
- There are two main improvements since Month 8 - £21.8m of service reserves have been identified that are no longer required.
- Good housekeeping has meant they are also forecasting £9.5m savings on the policy contingency budget.
- Work will continue to bring this down to a balanced budget by year end.
- The rigorous spending controls introduced in July 2022 are helping to bring the forecast overspend down. The spending controls focus on staffing, facilities management and procurement and measures are in place to ramp up the benefit of these spending controls.
- They are continuing to assume delivery of savings and a number of savings are currently rated as medium or high risk, with the value of high risk savings remaining unchanged since Month 8.
- The Council's leadership team is working to ensure that all these savings are achieved by the end of the year and any non-delivery will result in further risk of overspend.
- In terms of the capital budget, Cabinet will be asked to approve an increase of £5.1m, resulting in a revised capital budget of £728.6m. The forecast capital spend is £581.9m, a further variation of £86.7m from Month 8.
- Work has been undertaken with directorates and Project Managers to explore opportunities to re-profile and review capital budgets.
- Members were reminded that whilst the Council faces a very difficult year financially, it is in a robust financial position with strong planning processes in place and unearmarked reserves remain healthy and within recommended limits.

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

- The general fund reserve has not been used to cover any overspend. However, the financial resilience reserve was approved and set up in February 2022 to mitigate specific risks.
- It was noted that some of the problems the Council is faced with are statutory responsibilities, for example the Children's Trust, where there are extenuating circumstances making it difficult to get the budget in line with income.
- The rigorous spending controls include vacancy control, eg delaying vacancies, and questioning whether recruitment is absolutely needed. The aim is also to remove the use of agency workers and reduce the use of interims and consultancy.
- With regard to capital spend and servicing of debt, the capital programme is not purely funded by debt. There are central government grants, grants through the Combined Authority, big block capital grants, PFI credits, etc. There is not a direct link between the capital programme going up and the level of debt going up.
- The amount of borrowing has gone down, but because interest rates have risen, the figure has gone up, although it is expected to fall again next year.
- It was suggested that a list should be drawn up of assets that can be sold to reduce the outstanding debt.
- It was pointed out that there are a number of factors to be taken into account when considering the sale of assets to pay off debt. There are a number of assets that would not be sold as there may be developments where the value would rise. There is a robust methodology and the S151 officer signs off all sales of assets.
- It was agreed that a list of property assets and planned disposals would be provided to the Committee.

**RESOLVED:**

- That a list of property assets and planned disposals would be provided to Committee;
- That the report was noted.

**7. DRAFT FINANCIAL PLAN 2023-2027**

(See document 6)

Councillor Yvonne Mosquito, Cabinet Member for Finance and Resources, Alison Jarrett, Director of Group and Capital Finance, and Richard Lloyd-Bithell, Assistant Director, Financial Strategy, were in attendance for this item.

Councillor Mosquito introduced the report and made the following key points:

- Birmingham City Council, like many councils, is facing an increasingly challenging financial situation, with many factors adding to the pressure on the Council's finances.
- Despite the many challenges, through extensive hard work, the Council has achieved a sustainable medium term financial strategy.
- The proposals included in this report establish a balanced budget for the four year period 2023/24 to 2026/27 and having taken a considered view of all the



relevant factors this is the first time the City Council has achieved the setting of a four year balanced budget since 1974, in arguably the most extreme national and global circumstances.

- The Council has identified savings opportunities in the 2023/24 budget totalling £48.9m with a further £48.2m to be delivered over the period of the Medium Term Financial Plan. These savings proposals are backed up by business cases that set out clear delivery plans.
- This budget reflects the statutory requirement to deliver services in line with the Council's delivery plan.

Alison Jarrett then gave a presentation which covered:

- The approach to setting a balanced budget;
- High level financial risks – big issues;
- Savings and business case approach;
- Approach to the capital programme;
- Financial sustainability.

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

- As discussed under the previous item, Members confirmed the request for a list of property assets and planned disposals to be provided as soon as possible.
- It was pointed out that when Committee looks at that list, there is also a need to look at risk management and how risk might be mitigated.

The Chair asked Members whether there were any recommendations or comments to be made to Cabinet and it was agreed there were not.

**RESOLVED:-**

That the report was noted.

**8. WORK PROGRAMME**

(See document 7)

**RESOLVED:-**

That the work programme was noted.

**9. DATE OF THE NEXT MEETING**

Noted.

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

None.

**11. OTHER URGENT BUSINESS**

None.

**12. 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.

**13. EXCLUSION OF THE PUBLIC**

N/A

**PRIVATE AGENDA**

**14. PLANNED PROCUREMENT ACTIVITIES EXEMPT APPENDIX 3**

N/A

---

The meeting ended at 1514 hours.

**RESOURCES O&S COMMITTEE  
ACTION TRACKER 2022/23**

<b>Date</b>	<b>Agenda Item</b>	<b>Action</b>	<b>Notes</b>
09-Feb-23	Financial Monitoring 2022/23 Quarter 3/Month 9	A list of property assets and planned disposals to be provided to Committee.	
17-Nov-22	Cabinet Member for Social Justice, Community Safety and Equalities Priorities	Data to be provided showing the current percentage of interims across the JNC permanent structure	Emailed to Members on 29 <sup>th</sup> November. Further information requested.
	Financial Monitoring 2022/23 – Quarter 2	How the £5m Cost of Living Emergency Fund is being spent to be shared with Members.	Officer delegated decisions will be made available on-line for Members and the public.
06-Oct-22	Financial Monitoring 2022/23 – Month 5	Best in Class Principles to be circulated.	Emailed to Members on 11 <sup>th</sup> October.
	Update on Implementation of Oracle	The value of the 7,000 invoices awaiting checking and payments to suppliers to be provided.	Emailed to Members on 24 <sup>th</sup> October.
	Progress Report on Implementation: Procurement Governance Arrangements	Quarterly reports to Cabinet on Breaches, Waivers and number of negotiated procedures to be brought to Resources O&S Committee.	First quarterly report brought to the November meeting.
28-Jul-22	Provisional Financial Outturn Report 2021/22	Director of Finance to look into the provision of Treasury Management training for all Members.	It was confirmed at the November meeting that independent treasury advisers would be carrying out this training and an email would be going out to Members.

**RESOURCES O&S COMMITTEE  
ACTION TRACKER 2022/23**

Date	Agenda Item	Action	Notes
	Financial Monitoring 2022/23 – Quarter 1	Director of Finance to provide: <ul style="list-style-type: none"> <li>• Further information on the length of electricity and fuel contracts.</li> <li>• A table that can be shared with Scrutiny Chairs to explore if there is a correlation with underspending, overspending and performance.</li> </ul>	Emailed to Members on 27 <sup>th</sup> September. Emailed to Members on 27 <sup>th</sup> September.
08-Sep-22	Cabinet Member for Finance and Resources – Portfolio Priorities	<ul style="list-style-type: none"> <li>• Interim AD, Procurement to provide clarification in relation to promoting businesses contracted by the Council that are matching pay parity with local government.</li> <li>• S106 and CIL – it was suggested that an officer from Planning attends a future meeting to explain the policy and procedure.</li> </ul>	Emailed to Members on 7 <sup>th</sup> November  Included on the work programme for the 2 <sup>nd</sup> March meeting.
	Financial Monitoring 2022/23 – Month 4	Interim AD, Procurement to provide Members with information on the length of electricity and fuel contracts as previously agreed (outstanding action from the July meeting – see above).	Emailed to Members on 27 <sup>th</sup> September.
	Long Term Debt Strategy	The Cabinet Reports in respect of 9 Colmore Row and Sutton Coldfield Retail to be shared with Members.	Emailed to Members on 27 <sup>th</sup> September.

# Birmingham City Council

## Resources Overview and Scrutiny Committee

Date 30<sup>th</sup> March 2023



---

**Subject:** FINANCIAL MONITORING REPORT 2022/23  
MONTH 10 (UP TO 31<sup>ST</sup> JANUARY 2023)

**Report of:** Director of Council Management and S151 Officer –  
Rebecca Hellard

**Report author:** Acting Director of Finance (Deputy S151 Officer) – Fiona  
Greenway

### 1 Purpose

- 1.1 To update Resources Overview and Scrutiny Committee on 30<sup>th</sup> March on the financial position at Month 10.

### 2 Recommendations

- 2.1 Scrutiny notes that the Council has faced a number of challenges in 2022/23. However, the Council is in a strong robust position with strong financial control processes in place. Reserves are healthy and within recommended limits.
- 2.2 Scrutiny notes that there is currently a small forecast year end underspend of £0.8m. This is an improvement of £11.8m compared to the risk of overspend reported at Month 9. Work will continue to ensure the position remains within budget. The Financial Resilience Reserve will remain at more than adequate levels to meet our financial risks.
- 2.3 In addition, Scrutiny notes that the forecast Capital spend has not changed since Month 9 and an updated Treasury Management position is provided, as set out in paragraphs 4.4 to 4.6 of this report

### 3 Any Finance Implications

- 3.1 Appendix A attached gives details of the risks, potential financial pressures the city council faces and actions to be taken to ensure service delivery within available resources.
- 3.2 Rigorous spend controls are in operation and we are continuing to undertake due diligence around the value of overspending identified. We are also continuing to review our reserves and release these where no longer required. Whilst we are

monitoring progress on mitigations, there is no guarantee that this will mitigate in full the level of risk of overspend at the year end.

- 3.3 Slippage within the Capital programme of £146.7m has been identified at Quarter 3. However, it is important to note that no financial resources will be lost if there is slippage in the programme's expenditure at the end of the financial year. The resources and planned expenditure will be "rolled forward" into future years.

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

- 4.1 Section 151 of the 1972 Local Government Act requires the Chief Finance Officer (as the responsible officer) to ensure the proper administration of the City Council's financial affairs. Budget control, which includes the regular monitoring of and reporting on budgets, is an essential requirement placed on Directorates and members of the Corporate Management Team by the City Council in discharging the statutory responsibility. This report meets the City Council's requirements on budgetary control for the specified area of the City Council's Directorate activities.
- 4.2 Section 111 of the Local Government Act 1972 contains the Council's ancillary financial and expenditure powers in relation to the discharge of its functions.

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

- 5.1 None

#### **6 Appendices**

- 6.1 Report to Cabinet on Month 10 Financial Monitoring 2022/23
- 6.2 Appendix A Month 10 Financial Monitoring Report 2022/23

# Birmingham City Council

## Report to Cabinet

21<sup>ST</sup> MARCH 2023



**Subject:** FINANCIAL MONITORING REPORT 2022/23  
MONTH 10 (UP TO 31<sup>ST</sup> JANUARY 2023)

**Report of:** Director of Council Management and S151 Officer –  
Rebecca Hellard

**Relevant Cabinet Member:** Councillor Yvonne Mosquito – Finance & Resources

**Relevant O & S Chair(s):** Councillor Akhlaq Ahmed - Resources

**Report author:** Acting Director of Finance (Deputy S151 Officer) –  
Fiona Greenway

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: 010526//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 type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, provide exempt information paragraph number or reason if confidential:		

### 1 Executive Summary

- 1 The Month 10 finance report attached as Appendix A is part of the City Council's robust financial management arrangements.

## 2 Recommendations

That the Cabinet:-

- 2.1 Notes that the Council has faced a number of challenges in 2022/23. However, the Council is in a strong robust position with strong financial control processes in place. Reserves are healthy and within recommended limits.
- 2.2 Notes that there is currently a small forecast year end underspend of £0.8m. This is an improvement of £11.8m compared to the risk of overspend reported at Month 9. Work will continue to ensure the position remains within budget. The Financial Resilience Reserve will remain at more than adequate levels to meet our financial risks.
- 2.3 Notes that the forecast Capital spend has not changed since Month 9.
- 2.4 Notes the Treasury Management position, as set out in paragraphs 4.4 to 4.6 of this report.

## 3 Background

- 3.1 At its meeting on 22nd February 2022, the Council agreed a net revenue budget for 2022/2023 of £759.2m to be met by government grants, council tax and business rates. **Appendix A** sets out the high level financial position at Month 10.

## 4 Key Issues

### Revenue position

- 4.1 Table 1 in Appendix A in Section 1 shows that there now a forecast year end underspend of £0.8m at Month 10.
- 4.2 Work is on-going to mitigate this risk of overspend by the year end. In particular, the spending controls are focussing on staffing, facilities management and procurement. We will continue to maximise the use of these controls.
- 4.3 We undertake a rolling review of our medium-term budget and planning assumptions throughout the year, so are constantly looking at the pressures we are facing or may have to face in the future, giving us an early warning and time to react and put in place actions to manage impacts.

### Treasury Management

- 4.4 Gross loan debt is currently £3,244m, with the year-end projection estimated to be £3,363m, below the planned level of £3,452m. The annual cost of servicing debt represents approximately 29.7% of the net revenue budget. The planned level of debt and annual cost of servicing debt includes over £200m borrowing for



the Enterprise Zone (EZ), to be financed from Business Rates growth within the EZ.

4.5 The Council's short term borrowing is currently at £271m and is in line with the current Treasury Management Strategy. Short-term borrowing rates are higher than planned due to the scale of interest rate rises since the Financial Plan was set. In an increasing interest rate environment, the Council has sought to keep borrowing costs down by agreeing forward short term loans in anticipation of rate rises and to reduce refinancing risk by taking long-term borrowing from the Public Works Loan Board (PWLB).

4.6 The outlook for borrowing costs remain uncertain as the Bank of England looks to bring inflation to target and as the UK economy enters recession territory; however, further Bank Rate rises are still expected. Treasury Management costs for 2022/23 are expected to underspend by £4.5m as a result of a more effective management of borrowing costs.

## **5 Options considered and Recommended Proposal**

5.1 CLT have recently adopted a set of budget management principles to ensure the delivery of a balanced budget this year whilst delivering Best in Class Services. These principles include the agreement that all overspends, demands, growth and pressures should be managed and contained at a Directorate level. Any residual gap must be managed across CLT collectively.

## **6 Consultation**

6.1 The Leader and Cabinet Members, Directors and the City Solicitor have been consulted in the preparation of this report.

6.2 There are no additional issues beyond consultations carried out as part of the budget setting process for 2022/23.

## **7 Risk Management**

7.1 The monitoring of the Council's budget and the identification of actions to address issues arising, as set out in this report, are part of the Council's arrangements for the management of financial issues.

## **8 Compliance Issues:**

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

8.1.1 The budget is integrated with the Council Financial Plan, and resource allocation is directed towards policy priorities.

### **8.2 Legal Implications**

8.2.1 Section 151 of the 1972 Local Government Act requires the Chief Finance Officer (as the responsible officer) to ensure the proper administration of the City

Council's financial affairs. Budget control, which includes the regular monitoring of and reporting on budgets, is an essential requirement placed on Directorates and members of the Corporate Management Team by the City Council in discharging the statutory responsibility. This report meets the City Council's requirements on budgetary control for the specified area of the City Council's Directorate activities.

8.2.2 Section 111 of the Local Government Act 1972 contains the Council's ancillary financial and expenditure powers in relation to the discharge of its functions.

### **8.3 Financial Implications**

8.3.1 The Appendix attached gives details of the risks, potential financial pressures the city council faces and actions to be taken to ensure service delivery within available resources.

8.3.2 Rigorous spend controls are in operation and we are continuing to undertake due diligence around the value of overspending identified. We are also continuing to review our reserves and release these where no longer required. Whilst we are monitoring progress on mitigations, there is no guarantee that this will mitigate in full the level of risk of overspend at the year end.

8.3.3 Slippage within the Capital programme of £146.7m has been identified at Quarter 3. However, it is important to note that no financial resources will be lost if there is slippage in the programme's expenditure at the end of the financial year. The resources and planned expenditure will be "rolled forward" into future years.

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

8.4.1 N/A

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

8.5.1 N/A

### **8.6 Public Sector Equality Duty**

8.6.1 There are no additional Equality Duty or Equality Analysis issues beyond any already assessed in the year to date. Any specific assessments needed shall be made by Directorates in the management of their services.

## **9 Background Documents**

9.1 City Council Financial Plan 2022/23 approved at Council 22nd February 2022

9.2 Quarter 1 Financial Monitoring Report approved by Cabinet 26th July 2022

9.3 Month 4 – Resources Overview and Scrutiny Committee 8th September 2022

9.4 Month 5 Financial Monitoring Report approved by Cabinet 11<sup>th</sup> October 2022

9.5 Quarter 2 Financial Monitoring Report approved by Cabinet 8th November 2022

9.6 Month 7 Financial Monitoring Report approved by Cabinet 13<sup>th</sup> December 2022

9.7 Month 8 Financial Monitoring Report approved by Cabinet 17<sup>th</sup> January 2023





## **Report to Cabinet – 21<sup>st</sup> March 2023**

### **Month 10 Financial Monitoring Report 2022/23**

#### **1. High Level Summary Financial Position**

- 1.1 Due to the extraordinary economic situation nationally, it has been agreed that a high level exception based Financial Monitoring Report will be provided to Cabinet each month in between more detailed quarterly reports.
- 1.2 At the Council Meeting on the 22<sup>nd</sup> February 2022 Birmingham City Council approved a net revenue budget of £759.2m for the 2022/23 financial year. This report sets out the high-level financial performance against that budget at the end of Month 10.
- 1.3 The City Council's strategic aim is to deliver a balanced revenue position by the end of the financial year. The council has implemented a return to rigorous spending controls from July 2022 in light of the risk of a significant financial overspend if not addressed.
- 1.4 The spending controls focus on staffing, facilities management and procurement. We have in place measures to ramp up the benefit of these controls. We will continue to maximise the use of these to bring down the overspend further.
- 1.5 The MTFP contains budget savings currently due to be delivered in future years. We continue to explore the opportunities to deliver future years savings sooner.
- 1.6 The City Council is implementing a transformation programme under the three pillars of People, Place and Fit for Purpose Council and where safe to do so these need to be delivered faster, meaning that the financial benefits are achieved ahead of schedule.
- 1.7 We are undertaking a rolling review of reserves and balances to ensure that monies are being fully utilised for example Section 106 and Community Infrastructure Levy (CIL), specific grants including Public Health. **£7.6m** of covid reserves have been used to support relevant spend. We have also looked to reduce other reserves where levels of reserve are no longer required, or spending is funded elsewhere outside of general fund and this action has released **£37.1m** from reserves so far.
- 1.8 Taking all these actions into account there is now a small forecast underspend for Month 10 of **£0.8m** as shown in Table 1. This is an improvement of **£11.8m** since the Month 9 report. The largest single improvement is that the Council is forecasting a **£4.5m** underspend on Treasury Management due to borrowing costs being less than originally planned. Further details are provided in Section 2.

- 1.9 We continue to assume delivery of our budgeted savings and are closely monitoring the delivery of these. Since Month 9, the values of savings rated as high risk has reduced to **£3.9m**, an improvement of £0.2m. Further details are provided in Section 3.
- 1.10 This has been a particularly tough year given the cost of living crisis and the additional demands that places on our services. Due to the extraordinary economic shocks this year, the Council considers it reasonable to use £38.5m of the Financial Resilience Reserve (FRR) as set out in paragraph 1.20. We will continue to spend only on essential items for the remaining quarter of the financial year.
- 1.11 It is important to note that the expected balance remaining in the FRR will continue to be more than sufficient to cover the risks identified in Appendix E of the Financial Plan.

**Table 1: High Level Summary of Forecast Position**

<b>Table 1 :High Level Summary</b>	<b>A</b>	<b>B</b>	<b>C</b>
<b>Directorate</b>	<b>Budget</b>	<b>Forecast Outturn</b>	<b>Total Over/(Under) Spend</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>
Children & Families	329.589	376.744	47.155
City Operations	193.578	198.378	4.800
City Housing	15.369	24.770	9.401
Place, Prosperity and Sustainability	61.844	61.844	0.000
Strategy, Equalities and Partnerships	6.479	6.479	0.000
Adult Social Care	357.745	360.773	3.028
Council Management	38.394	42.266	3.872
<b>Directorate Sub Total</b>	<b>1,002.998</b>	<b>1,071.254</b>	<b>68.256</b>
Corporate Budgets	(243.766)	(212.988)	30.778
Use of Financial Resilience Reserve		(38.478)	(38.478)
Use of Covid Reserve		(7.800)	(7.800)
Release of Cyclical Maintenance Reserve		(8.235)	(8.235)
Release of Other Reserves		(23.517)	(23.517)
Postponing contribution to Cyclical Maintenance Reserve		(0.590)	(0.590)
Use of Policy Contingency to fund electricity and fuel costs		(5.700)	(5.700)
Other Corporate Underspends		(15.510)	(15.510)
<b>Corporate Subtotal</b>	<b>(243.766)</b>	<b>(312.818)</b>	<b>(69.052)</b>
<b>City Council General Fund Budget</b>	<b>759.232</b>	<b>758.436</b>	<b>(0.796)</b>

1.12 Table 2 shows a more detailed breakdown of the forecast underspend of £0.8m. This shows the gross risks (i.e. overall financial pressures) and mitigations to reduce those risks, split by Directorate, resulting in the forecast underspend of £0.8m.

**Table 2: Summary of Forecast Risks and Mitigations**

Directorate	Risks	Gross Risk (£m)	Use of Contingency (£m)	Use of Reserve (£m)	Release of Reserve (£m)	Spend Controls (£m)	Other Mitigations (£m)	Net Risk (£m)
Children & Families	Inclusion and SEND	7.900			(5.345)			2.555
Children & Families	Children & Young People Travel Service (formerly H2ST)	18.100						18.100
Children & Families	Birmingham Children's Trust (BCT)	26.500						26.500
City Operations	Parking Income Shortfall	2.200		(2.200)				0.000
City Operations	Street Lighting Electricity	5.700	(5.700)					0.000
City Operations	Sports and Leisure Income Shortfall	1.600		(1.000)		(0.600)	(0.300)	(0.300)
City Operations	Vehicle Fuel costs	0.500					(0.500)	0.000
City Operations	Street Scene - garage income pressure	1.000					(1.000)	0.000
City Operations	Street Scene - trade waste income pressure	1.000					(1.000)	0.000
City Operations	Street Scene - employee costs	3.500					(5.600)	(2.100)
City Operations	Other net mitigations	0.000				(1.600)	(0.100)	(1.700)
City Housing	Housing Options	7.700				(0.499)		7.201
City Housing	Potential Income shortfall	2.200		(2.200)				0.000
City Housing	Private Sector Landlord Contract	1.200					(1.200)	0.000
Adult Social Care	Potential Income shortfall	4.500		(4.500)				0.000
Adult Social Care	Packages of Care	3.500				(2.300)	(2.672)	(1.472)
Council Management	Digital Mail	0.130						0.130
Council Management	Shortfall in income from Court costs	3.742						3.742
Corporate	Facilities Management saving to be allocated					(1.500)		(1.500)
Corporate	Postpone contribution to Cyclical Maintenance Reserve						(0.590)	(0.590)
Corporate	Forecast costs of Pay Award above budget	14.878		(14.878)				0.000
Corporate	Forecast costs of energy for Corporate Estate above budget	10.900		(10.900)				0.000
Corporate	Cost of Living Emergency	5.000		(5.000)				0.000
Corporate	Release of Cyclical Maintenance Reserve				(8.235)			(8.235)
Corporate	Release of Other Reserves following Review				(23.517)			(23.517)
Corporate	Underspends on Policy Contingency						(9.510)	(9.510)
Corporate	Underspends on Treasury Management						(4.500)	(4.500)
Corporate	Use of Covid Reserve-not against specific lines			(5.600)				(5.600)
<b>Total</b>		<b>121.750</b>	<b>(5.700)</b>	<b>(46.278)</b>	<b>(37.097)</b>	<b>(6.499)</b>	<b>(26.972)</b>	<b>(0.796)</b>

1.13 Please note that the use of Policy Contingency in Table 2 above can also be seen in Table 1. The uses of and releases of reserves can be seen in Table 4, and the savings from spend controls can be seen in Table 3.

1.14 Further details of movements in forecast variations are provided in section 2 of the report.

### Spend Controls

1.15 In August we reported on the re-introduction of rigorous spending controls to mitigate against the forecasted risks. Three Spend Control Panels are in place in relation to Workforce, Procurement, and Property & Facilities Management.

#### a. Workforce

1.16 In summary, the workforce spend controls focus on vacancy management and reducing the use of consultants, interims and agency workers wherever possible. To date £5.0m is reflected from underspending against budgeted establishment.

#### b. Procurement

1.17 The aim is to apply controls to all contracts in order to manage inflation and deliver value for money. High levels of inflation do make it more difficult to achieve savings on contracts. We continue to seek best value for money in each contract and challenge the need for spend at each stage in the procurement gateway process.

**c. Property & Facilities Management**

1.18 The controls in place for this area relate to stopping non-essential spend whilst ensuring essential health and safety requirements are met. The Panel retains a detailed position statement on items approved/rejected. We are in the process of separating out achievement of these cost reductions from overall directorate mitigations within the overall management of their budgets. It is estimated that £1.5m of facilities management savings will be achieved. We have reviewed the property cyclical repairs reserves, and determined that £8.2m can be released from reserves in this financial year. The budgeted contribution to the general cyclical maintenance reserve for 2022/23 is £0.6m which we recommend is not actioned this year.

1.19 Table 3 summarises the savings identified so far through spend controls notwithstanding the actions ongoing referred to above. The impact of the review of services reserves is detailed elsewhere.

**Table 3: Detail of savings identified through spend controls**

Directorate	Saving	Spend Controls (£m)
Adult Social Care	Employee Savings-Community & Social Work Operations	1.2
Adult Social Care	Employee Savings-Commissioning	0.6
Adult Social Care	Non-essential spend controls across the Directorate	0.5
City Operations	Employee Savings-Highways & Infrastructure	0.8
City Operations	Employee Savings-Community Safety	0.2
City Operations	Employee Savings-Neighbourhoods	0.6
City Operations	Employee Savings-Regulation and Enforcement	0.6
City Housing	Employee savings	0.5
Corporate	Facilities Management saving to be allocated	1.5
<b>Total</b>		<b>6.5</b>

1.20 Table 4 summarises the forecast uses and releases of reserves to mitigate the risk of overspend. Please note that all the forecast uses and releases of reserves can be seen in column E and F of Table 6 below paragraph 5.2. Also note that should there be further income shortfalls due to the Cost of Living crisis, as well as the



£4.5m reported by Adults Social Care and the £2.2m reported by City Housing, then the Council will use the FRR to cover these.

**Table 4 Use / Release of Reserves to mitigate risks**

Directorate	Risks	Use of FRR (£m)	Use of Covid Reserve (£m)	Release of Other Reserve (£m)	Total (£m)
Children & Families	Inclusion and SEND			(5.345)	<b>(5.345)</b>
Adult Social Care	Potential Income shortfall	(4.500)			<b>(4.500)</b>
City Housing	Potential Income shortfall	(2.200)			<b>(2.200)</b>
Corporate	Forecast costs of Pay Award above budget	(14.878)			<b>(14.878)</b>
Corporate	Forecast costs of energy for Corporate Estate above budget	(10.900)			<b>(10.900)</b>
Corporate	Cost of Living Emergency	(5.000)			<b>(5.000)</b>
Corporate	Sports and Leisure Income Shortfall	(1.000)			<b>(1.000)</b>
Corporate	Release of Cyclical Maintenance Reserve			(8.235)	<b>(8.235)</b>
Corporate	Release of Other Reserves following review			(23.517)	<b>(23.517)</b>
Corporate	Use of Covid Reserve		(7.800)		<b>(7.800)</b>
<b>Total</b>		<b>(38.478)</b>	<b>(7.800)</b>	<b>(37.097)</b>	<b>(83.375)</b>

Any reduced contributions to reserves as a mechanism to support spending controls is not reflected in the table above.

## 2 **Movements in Directorate Forecast**

2.1 Below are details of where Directorate forecasts have changed from the net risks reported at Month 9.

### **Children and Families-decrease in forecast overspend £0.3m**

2.2 **Birmingham Children's Trust (BCT) (projected year end overspend of £26.5m, improvement of £0.3m Since Month 9)**

BCT is a commissioned service and is reporting a forecast overspend as follows: The current 2022/23 forecast position is a **net pressure of £26.5m** in relation to placement costs which represents a 28.5% variation on placement budgets and 11.2% in respect of the overall Trust budget. This is a reduction of £0.3m to the forecast previously reported.

The Trust is now reducing its overspend by around £0.5m per month and is aiming to reduce the overall position to £24.0m by the year end. The trust is also working closely with the council to identify areas of transformation activity that can be capitalised.

### **City Operations- reduction in forecast overspend £4.2m**

2.3 **Street Scene (projected year end £2.1m underspend, improvement of £2.1m since month 9)**

Since Month 9, the forecast Employee costs have risen by £2.1m. Staffing pressures remain in the service due to previous reductions in budget related to delivery of service redesign, however, the redesign has not been delivered. Also, a cost pressure of £0.6m is now being projected in respect of vehicle hire and repairs & maintenance due to delays in vehicle replacement.

However these increases are offset by a number of improvements in the forecast. There are reductions in fuel costs forecast of £1.0m, underspends within the waste disposal contract due to efficient operations at the Tyesley plant and low levels of waste diverted to landfill realising a forecast underspend of £2.0m. There is also £1.2m mitigations from projected overachievement of income on Bulky Waste, Green Waste, and paper income, and the forecast underspend on borrowing spend due to delays in the fleet replacement capital programme has risen by £0.5m.

#### **2.4 Neighbourhoods (projected year end £0.7m overspend, improvement of £0.3m since month 9)**

The pressure in Leisure Services is largely due to financial support of £1.6m provided to external providers to complete the return to pre-covid levels, including a reduction in the level of management fee income received. This has been mitigated within the service through holding vacant posts (saving £0.6m), including delays in recruiting to the new Neighbourhood Co-Ordinator roles, and underspends of £0.3m on other expenditure budgets such as prudential borrowing, premises and events strategy. In addition to this, providers have raised the risk of further pressure due to high energy costs and their ability to operate within existing contractual agreements. The improvement since Month 9 is due to an improvement in the forecast of employee savings.

#### **2.5 Regulation and Enforcement (projected year end £0.6m underspend, improvement of £0.6m since month 9)**

Regulation and Enforcement is reporting a £0.6m underspend. This, however, includes a number of variations. The Division continues to operate with a high level of vacancies (especially in Bereavement Services). However, some are necessarily covered through the use of agency. Within Private Rented Sector there has been a delay in implementing the Member Priority funding which will now continue in 2023/24 and so an underspend of £1.1m is forecast (of which £0.6m is due to employee underspends across the service and £0.5m due to delays in implement member priorities). Income overall is likely to shortfall by £0.5m by the year end primarily due to Pest Control external income and Environmental Health Fixed Penalty Notices.

#### **2.6 Highways & Infrastructure (projected year end £7.1m overspend, an improvement of £0.9m since month 9)**

Pressure of £5.7m on street lighting electricity following significant cost increases and projected shortfall of £2.2m on Parking income – this is an improvement in the

forecast of £0.1m from last month following higher income levels over the Christmas period. Parking income continues to under recover due to reduced demand following the success of strategies, such as the CAZ, to encourage movement away from using cars in the city centre and changing habits following the pandemic. Following review of the employee budgets an underspend of £0.8m is being projected due to vacancies and staff turnover. This is the main reason for the improved position over Month 9.

## **2.7 Community Safety (projected year end £0.2m underspend, an improvement of £0.2m since month 9)**

Delays in recruitment to mainstream vacant posts throughout the financial year has resulted in a minor underspend of £0.2m.

### **City Housing- increase in forecast overspend £1.7m**

## **2.8 Housing Options (projected year end £9.4m overspend)**

The main pressures in the Housing Options Service in 2022/23 are £7.7m B&B pressure, £1.2m in private sector contract and £2.2m bad debt provision with part mitigation of £1.8m through employee underspends.

The growth in demand for Temporary Accommodation has far exceeded the reductions made through the Housing Options prevention and supply initiatives and has increased spend on B&B. This year on average there has been a net growth in TA of 17 per week, and this is forecast to rise to 25 by the end of the year, due to the national economic situation. The last three months have seen huge fluctuations in numbers, but no change in the trend can be identified from this. The budget for Temporary Accommodation was based on a baseline net growth of 13 per week, with prevention activity reducing this by 5 per week and increased supply meeting the residual growth of 8 per week. The financial impact of this is forecast as £7.7m more than budget.

The Private Sector Landlord contract was delayed until August, which impacted on the availability of the correct type of housing available for temporary accommodation of larger families. This resulted in greater use of Emergency Night Rate accommodation, thus creating a one-off financial pressure of £1.2m.

There is a significant increase in rent arrears, particularly regards to bed & breakfast and dispersed properties compared to the previous financial year. Some of this is expected due to an increase in the numbers coming into temporary accommodation, however the increase is far higher than anticipated. At Month 10 the forecast is for an increase in bad debt provision of £4.7m against a budget of £2.5m. This is an increase of £2.2m since Month 9.

There are a number of initiatives the service is exploring to mitigate the above pressures in 2022/23. The Street Purchases Programme is a £60m capital project to increase the number of properties available to meet demand. There are 28 completions to date with a target of 240. As there is a lead in time to get these properties fully operational the full impact will not be seen until March 2023. There is also an opportunity to receive DLUHC grant funding for the service to set up a Letting Agency which once fully operational will help mitigate the above pressures on temporary accommodation, but any mitigations are not likely to be seen before March 2023. Other mitigations involve delays in recruitment resulting in a staffing underspend equating to £1.8m. This is an improvement of £0.5m since Month 9.

### **Council Management- decrease in forecast overspend £0.3m**

- 2.9 **ITDS (projected year end balanced, improvement of £0.3m since Month 9)**  
This is a £0.3m reduction in the forecasted overspend from month 9. This reduction is due to the costs relating to Oracle, including ERP Roadmap, ERP functional support and Winshuttle replacement being funded as part of a wider request around Oracle stabilisation costs.

### **Adult Social Care – reduction in forecast overspend £0.4m**

- 2.10 **Packages of Care (projected year end £8.0m Overspend, improvement of £0.2m since Month 9)** – The Directorate is reporting a forecast overspend of £8.0m at month 10. Within the position, inflation held corporately of £6.8m is required and assumed to be received in the forecast outturn. Also included are anticipated additional contributions of £1.9m from the Better Care Fund towards the cost of hospital discharge invoices from Sevacare, however this funding has not yet been agreed. This leaves a pressure of £4.5m relating to provision for non-collection of client contributions following Oracle implementation and in year income shortfall. There is also a £3.5m demand pressure relating to packages of care if current trends continue, and the overall movement from Month 9 is a £0.2m reduction in pressures.
- 2.11 **Community & Social Work Operations – (projected year end £0.8m Underspend, deterioration of £0.1m since Month 9)** - In Community and Social Work Operations there is an overall forecast underspend of £0.8m. There is a £3.0m underspend on staffing and £0.2m pressure on non-pay budgets. The staffing underspend is due to the continuing vacancies which there has been difficulty in filling due to a national shortage of Social Workers and increasing difficulty to find agency staff to cover. The movement from Month 9 is linked to increases in Supplies and Services expenditure within the Liberty Protection Safeguards service. Also assumed is £1.4m of the Omicron grant money which has been used to provide a retention payment to Social Workers, and £0.6m of Hospital Discharge Grant to fund the additional anticipated activity to facilitate hospital discharges over winter. Please note that £2.0m of the staffing underspend mentioned above is being used to achieve Workforce Savings on a one-off basis as set out in previous reports.

- 2.12 **Quality & Improvement – (projected year end £1.8m Underspend, improvement of £0.1m since Month 9)** – This reflects the use of the Omicron Grant reserve of £1.4m as referred to above. This is an anticipated unbudgeted reserve appropriation and costs relating to this will be incurred and are included within the Community & Social Work Operations Division to support retention payments to Social Workers. For Month 10 there is an additional £0.2m favourable variance related further reductions in IT support costs relating to the Eclipse implementation, together with the ongoing impact of non-essential spend controls across the Service.
- 2.13 **Commissioning – (projected year end £1.7m Underspend, improvement of £0.1m since Month 9)** - The Service is reporting an underspend against employees of (£0.6m) linked to vacancies across the team and recharge income against base budget funded posts. Recruitment plans are ongoing and being discussed with relevant Head of Service and assumptions are currently that these will be filled during the latter part of 2022. There are also underspends projected of (£0.8m) against the overall third sector grant budget due to reduced activity which is ongoing after the pandemic, and it is expected this activity will increase during 2023/24. Assumed in the forecast underspend are (£0.2m) of contributions from the Better Care Fund towards third sector grants.
- 2.14 **Director – (projected year end £0.5m Underspend, no change since Month 9)** – Non-essential spend controls across the Directorate have resulted in an underspend against the Director of (£0.5m) at Month 10, and there is no movement from Month 9.

### **Corporate – increase in net mitigation of £8.3m**

- 2.15 There is a new forecast use of **£2.2m** reduction of the FRR to fund City Housing income shortfall if it materialises. This is slightly offset by a **£0.1m** reduction in the forecast use of the FRR to cover the Adult Social Care in year income shortfall.
- 2.16 The on-going review of reserves has identified a further **£1.7m** of reserves that can now be released.
- 2.17 It is now estimated that there will be an underspend of **£4.5m** on Treasury Management, mainly due to borrowing costs being less than originally planned.

### **3 Savings / Income Targets**

- 3.1 Like previous financial years the Financial Plan includes budgeted savings; for 2022/23 these total £40.8m. There are also previously undelivered savings of £2.1m that are being monitored for delivery in this year.

3.2 The individual forecasts for each underlying savings / income target have been RAG rated and are summarised in Table 5 below.

**Table 5: Savings Risks 2022/23**

Risk Profile	Month 9 (£m)	Month 10 (£m)	% of target
Delivered	11.484	11.484	27%
Covered through use of Budget S	8.855	8.855	21%
Low Risk	12.964	12.664	30%
Medium Risk	5.413	5.913	14%
High Risk	4.149	3.949	9%
<b>Total</b>	<b>42.865</b>	<b>42.865</b>	<b>100%</b>

3.3 At this stage in the financial year, this risk profile is as expected and reflects the known challenges in delivering these targets.

3.4 Table 4 shows that of the £42.9m savings / income to be delivered in 2022/23, £3.9m is currently rated high risk. Savings scored as high risk are not deemed as undeliverable and work is in progress to realise these targets. **The budget gap detailed in Table 1 assumes that all savings will be delivered, reduction in delivery will increase the gap.**

3.5 There were no major changes in Month 10. There was a net movement of £0.2m of savings from high risk to medium risk, and a movement of £0.3m of savings from low risk to medium risk.

3.6 This tracking of savings / income targets is incorporated into the Corporate Programme Management Office monthly reporting to ensure programme delivery is tracked along with the delivery of savings / income targets to provide assurance and visibility of delivery.

#### 4 **Capital**

4.1 There are no changes at Month 10 from the Month 9 projection.

#### 5 **Reserves**

5.1 Table 6 below shows the forecast reserves position at the end of 2022/23. Full details of all uses of and contributions to reserves will be provided in the draft Outturn Report.

5.2 Please note that the other forecast uses of reserves of £80.1m includes the use of £38.5m of the FRR to mitigate risks as set out in table 4.

**Table 6 Forecast Reserves uses and contributions**

	A	B	C	D	E	F	G	H
	Balance as at 31st March 2022	Original Budgeted (Use) / Contribution	Change approved in March and at Outturn 2021/22	Original Budgeted Use / (Contribution) not to be processed	Other forecast (Use) / Contribution	(Release) of Reserves	Total Forecast (Use/Release) /Contribution	Forecast Outturn Balance at 31st March 2023
Reserves	£m	£m	£m	£m	£m	£m	£m	£m
Corporate General Fund Balance	38.382	0.000	0.000	0.000	0.000	0.000	0.000	38.382
Delivery Plan Reserve	66.196	(15.118)	(3.600)	0.000	(2.503)	0.000	(21.221)	44.975
Financial Resilience Reserve Gross	146.962	(29.956)	(1.300)	0.000	(42.478)	0.000	(73.734)	73.228
Net Borrowing from Financial Resilience Reserve	(21.480)	(0.912)	0.000	0.000	0.000	0.000	(0.912)	(22.392)
Financial Resilience Reserve Net	125.482	(30.868)	(1.300)	0.000	(42.478)	0.000	(74.646)	50.836
<b>General Reserves and Balances</b>	<b>230.060</b>	<b>(45.986)</b>	<b>(4.900)</b>	<b>0.000</b>	<b>(44.981)</b>	<b>0.000</b>	<b>(95.867)</b>	<b>134.193</b>
Other Corporate Reserves	323.087	(212.965)	(1.000)	(0.779)	(20.637)	(11.185)	(246.566)	76.520
Grant	340.609	(23.727)	0.000	0.000	(4.684)	(20.120)	(48.531)	292.079
Earmarked	82.049	(0.498)	0.000	0.000	(9.800)	(5.792)	(16.090)	65.960
Schools	79.888	0.000	0.000	0.000	0.000	0.000	0.000	79.888
Non Schools DSG	15.989	0.000	0.000	0.000	0.000	0.000	0.000	15.989
<b>Subtotal Other Reserves</b>	<b>841.623</b>	<b>(237.190)</b>	<b>(1.000)</b>	<b>(0.779)</b>	<b>(35.121)</b>	<b>(37.097)</b>	<b>(311.187)</b>	<b>530.436</b>
<b>Grand total</b>	<b>1071.683</b>	<b>(283.176)</b>	<b>(5.900)</b>	<b>(0.779)</b>	<b>(80.102)</b>	<b>(37.097)</b>	<b>(407.054)</b>	<b>664.630</b>

## 6 Housing Revenue Account (HRA)

- 6.1 The HRA is underpinned by a range of medium term and long-term affordability assumptions which will be kept under review to ensure mitigating actions, if necessary, can be undertaken in a timely, proportionate and appropriate manner.
- 6.2 Overall, the HRA spend is forecast to remain within budget this year.

## 7 Dedicated Schools Grant (DSG)

- 7.1 It is currently forecast that DSG will break even. Any surplus or deficit at year end will be taken to the DSG Reserve, so will not impact the General Fund

## 8 Borrowing

- 8.1 Gross loan debt is currently £3,244m, with the year-end projection estimated to be £3,363m, below the planned level of £3,452m. The annual cost of servicing debt represents approximately 29.7% of the net revenue budget. The planned level of debt and annual cost of servicing debt includes over £200m borrowing for the Enterprise Zone (EZ), due to be financed from Business Rates growth within the EZ.





# Birmingham City Council

## Resources Overview and Scrutiny Committee

Date 30 March 2023



**Subject:** Guide to S106 and Community Infrastructure Levy – Consultation arrangements

**Report of:** Sarah Scannell, Assistant Director Planning

**Report author:** Hayley Claybrook, Planning Contributions Officer

### 1 Purpose

- 1.1 The report provides an overview of the processes and procedures regarding planning obligations (Community Infrastructure Levy (CIL) and S106), as requested at a previous Committee.
- 1.2 This overview is outlined at Appendix 6.1

### 2 Recommendations

- 2.1 That members of the Resources Overview and Scrutiny Committee note the content of Appendix 6.1

### 3 Any Finance Implications

- 3.1 There are no finance implications as this report is for information. Any financial implications regarding CIL and S106 funds are assessed on a project by project basis.

### 4 Any Legal Implications

- 4.1 There are no legal implications as this report is for information. Any financial implications regarding CIL and S106 funds are assessed on a project by project basis.

## **5 Any Equalities Implications**

- 5.1 There are no finance implications as this report is for information. Any financial implications regarding CIL and S106 funds are assessed on a project by project basis.

## **6 Appendices**

- 6.1 Guide to S106 and Community Infrastructure Levy – Consultation Arrangements
- 6.2 CIL - Financial Summary
- 6.3 Planning Applications requiring S106 Agreements which can be approved under Delegated Powers.

## CIL

CIL funds are separated into three categories; the monitoring and administration sum, the Strategic CIL contribution and the Local CIL contribution, according to the CIL Regulations 2010 (as amended).

- The monitoring and administration sum is 5% of CIL receipts and covers the administrative and associated costs associated with preparing and charging a CIL and therefore there is no opportunity to influence this spend.
- The Strategic CIL contribution is 80% of CIL contributions. The CIL Regulations require that Strategic CIL funds can only be spent on infrastructure needed to help deliver the Birmingham Development Plan (BDP). The City's population is expected to grow by 150,000 by 2031, and the BDP addresses this challenge by setting out a framework for future development, including where new homes will be built, where there will be opportunities for new employment areas, how we deliver an inclusive economy and how we address climate change. The local authority will decide what infrastructure is needed, with decisions based on the Infrastructure Delivery Plan (IDP) – a document which identifies the infrastructure required to deliver the BDP. Potential projects can be suggested and will be assessed by officers to determine if there are sufficient strategic CIL funds, and if that project will deliver necessary infrastructure as identified in the IDP. A new process is being designed for allocation and can be presented to this Committee when finalised in Summer.
- The Local CIL contribution is 15% of receipts from the area (Ward) in which development takes place and must be spent in that area. The City Council retains these receipts and should engage with the communities where development has taken place and agree with them how best to spend the funding. The use of neighbourhood funds should match priorities expressed by local communities. We currently have a successful pilot project with Spacehive, a crowdfunding platform, distributing the local CIL funds in 11 Wards, matching local pledges to CIL contributions. In Round One, 5 of the 7 projects have achieved their funding total (to date) and Round Two has launched. We are hoping this will be even more successful than Round One as momentum grows. The Neighbourhood Development Support Unit has also distributed a number of smaller grants to seed larger projects.

A report is produced annually outlining the City Council's CIL position, including funds received, funds carried over from previous financial years, and CIL funds spent.

## S106

A Section 106 agreement is a legal agreement intended to make acceptable development which would otherwise be unacceptable in planning terms. These agreements derive from section 106 of the Town and Country Planning Act 1990. In

short, it requires either the developer (carrying out works themselves) or the local planning authority (as a result of a payment by the developer) to carry out works, or restricts what can be done with the land following the granting of planning permission.

Government legislation requires that planning obligations are only sought where they meet all of the following tests:

- Necessary to make the development acceptable in planning terms
- Directly related to the development
- Fairly and reasonably related to scale and kind to the development

Agreements can be used to secure several types of obligation to mitigate or compensate for the impact of the development, or to meet policy requirements. These include:

- Infrastructure (e.g. traffic calming measures, road improvements)
- Enhancement of the local environment (e.g. public realm improvements)
- Other measures to mitigate impact of development (e.g. replacement of local wildlife habitats)
- Provide facilities / services needed for the development (e.g. community / educational facilities)
- To provide off site provision of obligations when they cannot be achieved on site (e.g. new public open space)
- To help deliver other planning policies such as affordable housing.
- Other requirements related to development (e.g. local employment initiatives)

## Section 106 Policy

The City's policy regarding S106 agreements is set out in the Birmingham Development Plan (BDP) (<http://www.birmingham.gov.uk/plan2031>). This states "the City Council will take all appropriate opportunities to negotiate planning obligations to enable development to proceed, and to secure the proper planning of the development and the area." In addition to the BDP, there are two adopted Supplementary Planning Documents (SPD) which refer to S106 requirements. These specify the levels of affordable housing and public open space necessary for new residential developments. The approved status of these SPDs ensures they are prioritised when negotiating planning contributions. However, additional planning policies (such as area based planning documents) can also be taken into account.

## Consultation on Section 106 contributions

The Local Planning Authority seeks views on proposed S106 clauses during the consultation stage of the any application that may give rise to an agreement (predominantly large scale schemes)..

All new applications are published on the Councils Weekly List. The Weekly List is available on line at [www.birmingham.gov.uk/planningweeklylists](http://www.birmingham.gov.uk/planningweeklylists) and lists all planning applications submitted on a Ward basis. Comments can be forwarded to the Planning Department (using this link - [https://www.birmingham.gov.uk/info/20160/planning\\_applications/22/planning\\_online](https://www.birmingham.gov.uk/info/20160/planning_applications/22/planning_online)) on any applications, and these can include potential suggestions for a S106 agreement. Comments can also be submitted through local councillors.

There is finite sum available for S106 contributions, and it may not be possible to fund all requests, or even achieve policy compliant contributions.

The recommended Heads of Terms in any Section 106 agreement are formulated by the Strategic Director of Inclusive Growth, taking into account consultation responses that meet the S106 tests outlined above. However, the final Heads of Terms of the Section 106 agreement are usually agreed by Planning Committee, and once agreed, cannot be altered, except through due legal process (please see Appendix 6.3 for further details of S106 agreements which are not presented to Planning Committee).

S106 monies are received at agreed points during the development. There may be some sums within an agreement with an element of discretion in the precise location of spend. This will be the subject of local consultation by the service responsible for delivering the works (e.g. Landscape Practice Group for public open space works. This information is included in the six monthly reports to Members) in conjunction with the relevant constituency officers and Members. Once S106 funds are received, the S106 Team will also send an email to all relevant Members detailing the amount of funding, expiry date, any geographic or other spend restrictions, and details of officers to contact to discuss potential projects.

## Appendix 6.2 CIL Financial Summary

CIL Income to date.

<b>CIL category</b>	<b>Total Value CIL Owed</b>	<b>Total Value CIL Received</b>
Monitoring and Administration Fee	1,235,267.15	1,085,863.01
City Wide - Strategic	19,764,277.87	17,460,695.88
Ladywood	1,837,881.10	1,655,072.71
Harborne	129,328.11	129,328.11
Bournville & Cotteridge	57,824.47	57,824.47
Weoley & Selly Oak	139,758.45	139,758.45
Edgbaston	55,899.62	55,899.62
Newtown	478,937.01	457,944.06
Bournbrook & Selly Park	249,475.81	164,726.15
North Edgbaston	20,323.09	10,461.02
Stirchley	193,413.55	159,327.04
Soho & Jewellery Qtr	251,117.74	161,141.33
Kings Norton North	6,062.20	6,062.20
Bordesley & Highgate	173,154.55	173,154.55
Nechells	97,447.82	97,447.82
Sutton Coldfield Town Council	£126,172.16	£119,999.40
<b>TOTAL</b>	<b>24,690,168.54</b>	<b>21,814,706.42</b>

There will be discrepancies between the amount of CIL due and the amount received. This is because there is an approved payment instalment policy (required under the CIL Regulations) and therefore not all payments are due upon commencement of development. The instalment policy allows up to two years to pay CIL in full.

As Sutton Coldfield is a Town Council, under the CIL Regulations, we are required to pay the CIL receipts directly to the Town Council, and they are able to determine their spend priorities.

CIL Spend to date.

£10,000,000 Commonwealth Games legacy projects (to include Perry Barr Railway Station improvements and highway improvements (£8,750,000 in 2021/22 and £1,250,000 on 2022/23))

£76,414.96 for the refurbishment of the Dolphin Centre in Ward End Park, providing education, training, employment, health and wellbeing support for women in the local community

£90,000 to Spacehive to provide support for the crowdfunding pilot for the local CIL element over three years. In Round One, five of the seven projects have achieved their funding total (with time remaining on Round One for the last two projects). Round Two will commence imminently with projects able to submit potential projects to Spacehive and officers.

There are a number of other projects which have a CIL commitment but these are awaiting decisions through the relevant delegations.

## Appendix 6.3 Planning Applications requiring S106 Agreements which can be approved under Delegated Powers.

With regard to full planning permission:

- as a result of a section 73 application;
- applications for up to 40 residential units which are either policy compliant or are justified by an independent viability assessment
- renewal or resubmission of a planning application where the principle has been established by a previously approved application; and
- where the proposed development is substantially the same as that previously considered and approved.
- where an off-site bio-diversity net gain contribution is required.

With regard to Deeds of Variation:

Agree extensions of time for the completion of S106 Agreements and prepare Deeds of Variation to allow residual balances of up to £100,000 to be used in a manner to be agreed with the relevant spending department, and other Deeds of Variation where the value is similar or to increase the spend period for S106 sums, or following a section 73 application



# Birmingham City Council

## Resources Overview and Scrutiny Committee

Date: 30th March 2023



---

**Subject:** KEY DECISION PLANNED PROCUREMENT  
ACTIVITIES (APRIL 2023 – 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 April 2023 – June 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: 21<sup>st</sup> March 2023



**Subject:** KEY DECISION PLANNED PROCUREMENT  
ACTIVITIES (APRIL 2023 – JUNE 2023)  
**Report of:** ASSISTANT DIRECTOR – PROCUREMENT  
**Relevant Cabinet Member:** Councillor Yvonne Mosquito, Finance and Resources  
**Relevant O & S Chair(s):** Councillor Akhlaq Ahmed, Chair of Resources O & S  
**Report author:** Steve Sandercock, Assistant Director, Procurement  
Email Address: [steve.sandercock@birmingham.gov.uk](mailto:steve.sandercock@birmingham.gov.uk)

Are specific wards affected?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No – All wards affected
If yes, name(s) of ward(s):		
Is this a key decision?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, add Forward Plan Reference: 011117/2023		
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 April 2023 – June 2023 which are key decisions. Planned procurement activities reported previously are not repeated in this report.
- 1.2 The report enables Cabinet to identify whether any reports for procurement activities should be brought to this meeting for specific executive decision,

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

## **2 Recommendations**

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

## **3 Background**

- 3.1 The report approved by Council Business Management Committee on 16 February 2016 set out the case for introducing this process.
- 3.2 At the 12<sup>th</sup> July 2022 meeting of Council changes to procurement governance were agreed which gives Chief Officers the delegated authority to approve procurement contracts up to the value of £10m for key decisions over the life of the contract. Where it is likely that the award of a contract will result in staff employed by the Council transferring to the successful contract under TUPE, the contract award decision has to be made by Cabinet.
- 3.3 In line with the Procurement and Contract Governance Rules that form part of the Council's Constitution, this report acts as the process to consult with and take soundings from Cabinet Members and the Resources Overview & Scrutiny Committee.
- 3.4 This report sets out the planned procurement activity over the next few months where the contract value is between the procurement threshold £177,897.50 (excluding VAT) and £10m (excluding VAT) for key decisions. This will give members visibility of all procurement activity within these thresholds and the opportunity to identify whether any procurement reports should be brought to Cabinet for approval even though they are below the £10m delegation threshold.
- 3.5 It should be noted that the procurement threshold has changed from £189,330 to £177,897.50 (excluding VAT) and applies from 1st January 2022 for a period of 2 years.
- 3.6 Individual procurements may be referred to Cabinet for an executive decision at the request of Cabinet, a Cabinet Member or the Chair of Resources Overview & Scrutiny Committee where there are sensitivities or requirements that necessitate a decision being made by Cabinet.
- 3.7 Procurements below £10m contract value that are not listed on this or subsequent monthly reports can only be delegated to Chief Officers if specific approval is sought from Cabinet. Procurements above £10m contract value will still require an individual report to Cabinet in order for the award decision to be delegated to Chief Officers if appropriate.
- 3.8 A briefing note with details for each item to be procured is listed in Appendix 2. The financial information for each item is detailed in Appendix 3 – Exempt Information.

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

4.1 The options considered are:

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

## **5 Consultation / Engagement**

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

## **6 Risk Management**

6.1 Members should note that in respect of any procurement projects which are sought to be referred back to Cabinet for further considerations these may impact on timescales around the delivery of those projects.

6.2 Details of Risk Management, Community Cohesion and Equality Act requirements will be set out in the individual reports.

## **7 Compliance Issues:**

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

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

### **7.2 Legal Implications**

7.2.1 Members are reminded that as a Local Authority the Council has specific duties under public sector procurement, specifically the Public Contract Regulations 2015.

7.2.2 Specific details of any implications related to public sector procurement Regulations are set out- in the individual reports appended to this report.

### **7.3 Financial Implications**

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

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

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

7.4.1 As noted under the Legal Implications the Council has a duty to ensure that public sector procurement activity is in line with public sector legislation, specifically the Public Contracts Regulations 2015.

7.4.2 For each of the individual projects the specific procurement implications associated to the legislation are set out and detailed in the appendices

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

7.5.1 None.

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

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

### **8 Background Documents**

8.1 List of Appendices accompanying this Report (if any):

- 1. Appendix 1 - Planned Procurement Activity April 2023 – June 2023
- 2. Appendix 2 – Background Briefing Paper
- 3. Appendix 3 – Exempt Information
- 4. Appendix 4 - Minor Notification of Amendment

## APPENDIX 1 – PLANNED PROCUREMENT ACTIVITIES (APRIL 2023 – JUNE 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	Approval to Tender Strategy	Rough Sleepers Initiative Voluntary Sector Services	TBC	<p>The service is to coordinate Rough Sleepers Initiative interventions, including delivery of voluntary sector services to those who are rough sleeping, have a history of rough sleeping, or are at risk of rough sleeping.</p> <p>The service will consist of one Coordinator role, and incorporate</p> <ul style="list-style-type: none"> <li>•Food Justice support services</li> <li>•Wellbeing services</li> <li>•Befriending support</li> <li>•Personalisation funds</li> </ul>	2 years	City Housing	Housing and Homelessness	Carl Tomlinson	Jasvinder Bishop / Marie Kennedy	02/05/2023
2	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 Councils 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	03/04/2023
3	Approval to Tender Strategy	Public Health Adult Weight Management Disability Service	TBC	<p>A minimum 12-week, Tier 2 NICE evidence-based weight management programme including:</p> <ul style="list-style-type: none"> <li>•A thorough assessment of the individual to understand their needs</li> <li>•Resources and programme design that is accessible for all with a disability; this includes session content, follow on content and any activities engaged in during the programme, particularly physical activity.</li> <li>•Consideration of other contributing factors such as medication/underlying health conditions and how they affect the individual and their ability to change</li> <li>•The staff who deliver the intervention must be personable and flexible in their approaches to support people.</li> <li>•Open to participants who are awaiting surgery but need to lose weight to be able to have the surgery; introductory periods and nutritional support should be provided in the first instance.</li> <li>•Partnering with local and national charities and organisations in the engagement and coproduction of this service.</li> </ul>	2 years plus 2 year option to extend	Public Health	Health and Social Care	Lee Bickerton	Juliet Grainger / Mike Smith	02/05/2023
4	Approval to Tender Strategy	Approval for Capital works to create a temporary two storey classroom block, play area and car parking to increase KS3 Provision	TBC	The hire of modular classroom units on a temporary basis for a period of 2 years whilst the permanent scheme is progressed. The works will include the delivery, installation and setup of the unit with the associated groundworks.	2 years	Children & Families	Children and Families	Clare Sandland	Zahid Mahmood / Charlie Short	08/05/2023
5	Strategy / Award	Provision of vehicles (large fleet – recycling and refuse vehicles) maintenance, associated services and spare parts	TBC	For provision of maintenance and associated services. This will include 6 weeks vehicle inspections, safety inspections, annual MOT, preventive maintenance, tachograph calibration, daily start up, ad hoc vehicle damage repair and other to ensure continuous service of their fleet.	3 years	City Operations	Environment	Carl Tomlinson	Leslie Williams / Marta Peka	02/05/2023
6	Strategy / Award	Boleyn Road Housing Development	TBC	The Boleyn Road site was appropriated into the Housing Revenue Account (HRA) from the General Fund as part of the Driving Housing Growth, Land Appropriations Report 2019 (4) on 26/03/19, for the purpose of housing development. The appropriation took place on 07/05/19 and the scheme is based on the development of 43 homes for social rent and is now ready to commence the procurement process.	2 years	Place, Prosperity and Sustainability	Housing and Homelessness	Carl Tomlinson	James Knapp / Charlie Short	24/07/2023

## APPENDIX 2

### BRIEFING NOTE ON PLANNED PROCUREMENT ACTIVITIES CABINET – 21<sup>st</sup> March 2023

<b>Title of Contract</b>	<b>Rough Sleepers Initiative Voluntary Sector Services</b>
<b>Contact Officers</b>	<b>Director / Assistant Director:</b> Paul Langford, Interim Director Of Housing Management <b>Client Officer:</b> Jasvinder Bishop, Strategic Lead Rough Sleeping And Single Homeless <b>Procurement Officer:</b> Marie Kennedy / Manjit Samrai, Sub Category Officer
<b>Relevant Portfolio</b>	<b>Cabinet Member for Housing and Homelessness, Councillor Sharon Thompson</b>
Briefly describe the service required	The service is to coordinate Rough Sleepers Initiative interventions, including delivery of voluntary sector services to those who are rough sleeping, have a history of rough sleeping, or are at risk of rough sleeping. The service will consist of one Coordinator role, and incorporate <ul style="list-style-type: none"> <li>• Food Justice support services</li> <li>• Wellbeing services</li> <li>• Befriending support</li> <li>• Personalisation funds</li> </ul>
What is the proposed procurement route?	An open procurement exercise will be undertaken advertised in Find a Tender, Contracts Finder and <a href="http://www.finditinbirmingham.com">www.finditinbirmingham.com</a>
What are the existing arrangements? Is there an existing contract? If so when does that expire?	Existing contracts were issued on Conditions of Grant Aid basis due to the previous funding being awarded on short term, annual basis. COGA's will expire on 31 <sup>st</sup> March 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. The service cannot be provided in house because: <ul style="list-style-type: none"> <li>• The Council does not currently have the specialist skills required to provide the service</li> <li>• The Council does not have the infrastructures to support people recruited to the role (eg. specialist supervisions for those with lived experience of addictions/ mental health/ multiple disadvantage)</li> <li>• The Council would not provide value for money as many elements of the service would need to be outsourced to specialist external providers at further cost</li> <li>• The service requires close working with faith and voluntary groups, trying to improve the services they offer so interventions are more targeted, resources can be pooled and learning can be shared across the sector through peer led forums. As such the service would be better delivered by a community, faith or voluntary sector organisation rather than the local authority.</li> </ul>
How will this service assist with the Council's commitments to Route to Zero?	The specification will require the service to be delivered in a way that reduces or eliminates their carbon footprint. Food Justice Support element of the service will work with faith and voluntary organisations to reduce food waste. The coordinator will also work with organisations to pool resources including volunteers to reduce travel emissions. They will also encourage organisations to work more locally, reducing the need for volunteers or their service users to travel longer distances.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	The service will work proactively with marginalised and discriminated groups and those living with multiple disadvantage. The service will be expected to be informed by and employ people with lived experience of homelessness or multiple disadvantage. The service will pay staff in line with the Real Living Wage.



	The service will promote localism and support faith and voluntary sector organisations to work more effectively to reduce poverty in their local area and encourage better community integration.
Is the Council under a statutory duty to provide this service? If not what is the justification for providing it?	There is no statutory duty to provide this service. However, this service will support the Council's Homeless Prevention Strategy and Rough Sleeping Addendum and the Government's Rough Sleeping Strategy.
What budget is the funding from for this service?	This is funded from the Department of Levelling Up, Homes and Communities (DLUHC) Rough Sleepers Initiative (RSI) funding..
Proposed start date and duration of the new contract	The proposed start date is 1 <sup>st</sup> June 2023 for a period of 2 years.

<b>Title of Contract</b>	<b>Travel Management Services to include the continued provision of Temporary and Emergency Accommodation (P0461_2023)</b>
<b>Contact Officers</b>	<b>Director / Assistant Director:</b> Steve Sandercock, Assistant Director, Procurement <b>Client Officer:</b> Various <b>Procurement Officer:</b> Andrea Webster, Sub Category Manager
<b>Relevant Portfolio</b>	<b>Cabinet Member for Finance and Resources, Councillor Yvonne Mosquito</b> <b>Cabinet Member for Housing and Homelessness, Councillor Sharon Thompson</b>
Briefly describe the service required	The provision of an online booking tool for all business travel requirements (rail, hotels, air travel etc) in line with the Councils 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
What is the proposed procurement route?	The proposed route to market will be to use a compliant public sector framework agreement.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	The existing contract with Click Travel Ltd will expire on 3 <sup>rd</sup> April 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 as there are not the skills or capability within the Council for this service. To be able to provide this service inhouse would require the investment in an online booking tool or the investment in additional staff time to manage multiple individual bookings across multiple platforms. The booking tools provided by travel companies are free of charge & is a one stop shop. There is an established market for this service. An inhouse delivery model exceeds the budget available & is therefore not affordable.
How will this service assist with the Council's commitments to Route to Zero?	The travel booking tool that will be included in this contract can reduce road travel emissions by giving staff the option of traveling by train or other public transport options. Booking greener hotels is also an option should staff choose to book these.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	There is no direct impact on Everybody's Battle, Everybody's Business from the award of this contract.
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	For business travel there is no statutory duty. The Council however requires a compliant and easy means to travel services. The online tool enables the Council to apply its travel policy e.g. a block on first class travel can be applied.  For emergency & temporary accommodation the Council has a duty to provide temporary, emergency accommodation under Part VII of the Housing Act 1996. Under section 17 of the Children's Act 1989 the Council has a duty to safeguard and promote the welfare of children within their area who are in need.
What budget is the funding from for this service?	The cost will be met from individual Directorate budgets.
Proposed start date and duration of the new contract	The proposed start date is April 2023 for a period of 4 years.

<b>Title of Contract</b>	<b>Public Health Adult Weight Management Disability Service</b>
<b>Contact Officers</b>	<b>Director / Assistant Director:</b> Dr Justin Varney, Director, Public Health <b>Client Officer:</b> Juliet Grainger, Service Lead <b>Procurement Officer:</b> Mike Smith, Head of Category - People
<b>Relevant Portfolio</b>	<b>Cabinet Member for Health and Social Care, Councillor Mariam Khan</b>
Briefly describe the service required	A minimum 12-week, Tier 2 NICE evidence-based weight management programme including: <ul style="list-style-type: none"> <li>• A thorough assessment of the individual to understand their needs</li> <li>• Resources and programme design that is accessible for all with a disability; this includes session content, follow on content and any activities engaged in during the programme, particularly physical activity.</li> <li>• Consideration of other contributing factors such as medication/underlying health conditions and how they affect the individual and their ability to change</li> <li>• The staff who deliver the intervention must be personable and flexible in their approaches to support people.</li> <li>• Open to participants who are awaiting surgery but need to lose weight to be able to have the surgery; introductory periods and nutritional support should be provided in the first instance.</li> <li>• Partnering with local and national charities and organisations in the engagement and coproduction of this service.</li> </ul>
What is the proposed procurement route?	To be advertised on Find a Tender, Contracts Finder and <a href="http://www.finditinbirmingham.com">www.finditinbirmingham.com</a>
What are the existing arrangements? Is there an existing contract? If so when does that expire?	Current contracts with 3 providers expire 30 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 as the Council does not have the capacity, equipment and locality facilities required to deliver these services in the community.
How will this service assist with the Council's commitments to Route to Zero?	Providing services across the city digitally and in local venues.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	Understand our diverse communities. The disability weight management pilot was a unique project that has developed our insights into supporting the population with disabilities who are overweight/obese to develop new health and lifestyle skills. The service is being re procured to build on these findings and continue to support our communities with disabilities.
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	The Council is not under a statutory obligation however the Percentage of adults in Birmingham (aged 18+) classified as obese 2020/21 is 27% compared with England at 25.3%.  Birmingham also had 35% higher obesity related hospital admissions in 2021/22 compared with England. Admissions were highest in populations from the south and east of the city.
What budget is the funding from for this service?	This is funded from budgets: AV0KZ ---- E00 J00000 TV5L5 JZZZ JXXX £50,000 AV0KZ ---- E00 J00000 TV5L7 JZZZ JXXX £100,000
Proposed start date and duration of the new contract	The proposed start date is 1st October 2023 for a period of 2 with an option to extend for a further 2 years subject to funding availability and satisfactory performance.

<b>Title of Contract</b>	<b>Approval for Capital works to create a temporary two storey classroom block, play area and car parking to increase KS3 Provision</b>
<b>Contact Officers</b>	<b>Director / Assistant Director:</b> Sue Harrison, Strategic Director, Children & Families <b>Client Officer:</b> Zahid Mahmood, Capital Projects Manager <b>Procurement Officer:</b> Charlie Short, Procurement Manager
Briefly describe the service required	The hire of modular classroom units on a temporary basis for a period of 2 years whilst the permanent scheme is progressed. The works will include the delivery, installation and setup of the unit with the associated groundworks.
What is the proposed procurement route?	A further competition exercise will be undertaken using the Crown Commercial Service Modular Building Services Framework Agreement.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	This is a one-off requirement.
Will any savings be generated?	No savings will be generated from this procurement process for a one-off works project.
Has the In-House Preferred Test been carried out?	Yes, and the test demonstrated this is not suitable to be carried out in-house for a construction project.
How will this service assist with the Council's commitments to Route to Zero?	The works will be undertaken using the most up-to-date sustainable materials.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	The Local Authority has a statutory duty to ensure there are sufficient pupil places, secure diversity in the provision of schools and increase opportunities for parental choice through planning and securing additional provision.
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	There is not a statutory duty to provide this service (Section 14, Education Act 1996).
What budget is the funding from for this service?	The overall scheme will be funded from the High Needs budget.
Proposed start date and duration of the new contract	The proposed start date is September 2023 for a period of 2 years.

<b>Title of Contract</b>	<b>Provision of vehicles' (large fleet – recycling and refuse vehicles) maintenance, associated services and spare parts</b>
<b>Contact Officers</b>	<b>Director / Assistant Director:</b> Darren Share, Assistant Director Street Scene <b>Client Officer:</b> Leslie Williams, Principal Operations Manager <b>Procurement Officer:</b> Marta Peka, IT Category Manager
<b>Relevant Portfolio</b>	<b>Cabinet Member for Environment, Councillor Majid Mahmood</b>
Briefly describe the service required	For provision of maintenance and associated services. This will include 6 weeks vehicle inspections, safety inspections, annual MOT, preventive maintenance, tachograph calibration, daily start up, ad hoc vehicle damage repair and other to ensure continuous service of their fleet.
What is the proposed procurement route?	The proposed route to market will be via a compliant national framework agreement, CCS, ESPO, KCS, HTE or YPO dependent on the appropriateness of the framework, the lot and the best fit for the purposes of the requirement.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	Currently there is no formal arrangement in place. These services are provided by Coopers.
Will any savings be generated?	There are no cashable savings expected by this project.
Has the In-House Preferred Test been carried out?	Yes, and the test demonstrated this is not suitable to be carried out in-house as capacity is not available in house.
How will this service assist with the Council's commitments to Route to Zero?	As part of the tender process, Tenderers will be asked to put proposals for low carbon emissions. The specifications will include vehicles complaint with the Route to Zero council commitment.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	Once approved, consideration will be taken into Everybody's Battle; Everybody's Business when writing the invitations to the tender for this contract.
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	There is not a statutory duty to provide this service. However, the service is required to maintain Council's fleet.
What budget is the funding from for this service?	This is funded from Waste budget.
Proposed start date and duration of the new contract	The proposed start date is May 2023 for a period of 3 years.

<b>Title of Contract</b>	<b>Boleyn Road Housing Development</b>
<b>Contact Officers</b>	<b>Director / Assistant Director:</b> Paul Kitson – Strategic Director, Place, Prosperity and Sustainability <b>Client Officer:</b> James Knapp, Principal Housing Development Officer <b>Procurement Officer:</b> Charlie Short, Procurement Manager
<b>Relevant Portfolio</b>	<b>Cabinet Member for Housing and Homelessness, Councillor Sharon Thompson</b>
Briefly describe the service required	The Boleyn Road site was appropriated into the Housing Revenue Account (HRA) from the General Fund as part of the Driving Housing Growth, Land Appropriations Report 2019 (4) on 26/03/19, for the purpose of housing development. The appropriation took place on 07/05/19 and the scheme is based on the development of 43 homes for social rent and is now ready to commence the procurement process.
What is the proposed procurement route?	A further competition exercise will be carried out using the Homes England Delivery Partner Dynamic Purchasing System – West Midlands. This is a dynamic purchasing system specifically for the development of housing with a suitable breadth of suppliers with pre-agreed terms and conditions that is considered to deliver better value for money than an open tender or any other route.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	This is a one-off requirement.
Will any savings be generated?	No savings will be generated from this procurement process for a one-off works project.
Has the In-House Preferred Test been carried out?	Yes, and as this is a one-off contract for the construction of houses, the test demonstrated this is not suitable to be carried out in-house.
How will this service assist with the Council's commitments to Route to Zero?	The specification will require the homes to be constructed with methods that reduces or eliminates the carbon footprint.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	The construction of housing for social rent will be available to all sections of the community.
Is the Council under a statutory duty to provide this service? If not what is the justification for providing it?	There is not a statutory duty to provide this service. However, this site supports the delivery of the core objectives of the Birmingham Development Plan (BDP) which was adopted by the Council on 10 January 2017 to increase housing growth.
What budget is the funding from for this service?	The schemes are funded from the Housing Revenue Account (Capital) budget.
Proposed start date and duration of the new contract	The proposed start date is January 2024 for a duration of 2 years.

## Appendix 4

### Minor Notification of Amendment

This appendix notes there is an amendment to the proposed procurement route previously agreed by Cabinet on 8<sup>th</sup> November 2022. There are no changes to the Exempt Appendix 3. The services remain as stated in the brief description with no material change. The change to the revised PPAR highlights the changes made to the original and revised PPAR items below for reference.

<b>Title of Contract</b>	<b>Strategic and Technical Advice &amp; Support for Financial Reporting</b>
<b>Contact Officers</b>	<b>Director / Assistant Director:</b> Sara Pitt, Director Finance <b>Client Officer:</b> Mohammed Sajid, Interim Head of Financial Strategy <b>Procurement Officer:</b> Richard Tibbatts, Head of Category - Corporate
Briefly describe the service required	<p>The services required relate to strategic and technical advice, as well as delivery and support, for financial reporting for the following areas:</p> <ul style="list-style-type: none"> <li>• Co-ordinate and manage the closedown of financial accounts and Value For Money assessment</li> <li>• Deliver and support the production of key aspects of the Statement of Accounts and support the external audit</li> <li>• Lead on Financial Control across the Council</li> <li>• Advice on accounting treatments of complex transactions</li> <li>• Knowledge transfer and building internal capacity</li> <li>• Training and development</li> <li>• Provide resilience in a period of change</li> </ul> <p>There is not the capacity in-house to deliver this service as three long-standing staff are leaving the Council, and these are specialist and hard to recruit roles. This delivery model offers financial and operations resilience and certainty in hard to fulfil specialisms in an important function.</p> <p>A further competition exercise was carried out for the above contract and awarded in January 2021 using the same Crown Consultancy Services Management Consultancy 2 Framework Agreement. The incumbent offers continuity as its staff have been working with the Council and supported two financial reporting cycles and gained invaluable experience. This cannot be transferred to another supplier or attained in a reasonable amount of time, if at all. This knowledge is critical whilst the new financial system is embedded into the Council and there is further turnover in the Council team. The supplier thus provides the most economically advantageous solution for our requirements.</p> <p>The contract needs to deliver financial reporting for 2022/23 (a process which should have started by February 2023). A new supplier will not be able to have the immediate impact the Council requires and which the incumbent can provide as a result of their two-year involvement.</p> <p>Value for Money is evidenced by the successful tender in January 2021. Any new competition is likely to result in higher costs due to inflationary pressures since January 2021</p> <p>The supplier produced a Social Value plan as part of the original tender and award, and this will be commensurately extended as part of this new contract.</p>
What is the proposed procurement route?	<b>A direct award will be carried out using Crown Consultancy Services Management Consultancy 2 Framework Agreement.</b>
What are the existing arrangements? Is there an existing contract? If so when does that expire?	A two-year contract awarded using the Crown Consultancy Services Management Consultancy 2 Framework Agreement. This ends February 2023.
Has the In-House Preferred Test been carried out?	Yes - There is not the capacity in-house to deliver this service as the long-standing staff are leaving the Council and these are specialist and hard to recruit roles. This contract includes a knowledge transfer

	element and will ensure junior staff are able to cover such roles in the future.
How will this service assist with the Council's commitments to Route to Zero?	The services required will support our directorates within the Council in the achievement of their ambitions on the Route to Zero.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	The key element of this contract is knowledge transfer to existing and new BCC staff which should enhance career development and improve wellbeing by ensuring staff are trained and knowledgeable to undertake these specialist roles. The contract provides the Council with resilience as well as technical and specialist support in a statutory duty to ensure the Council produces accurate and timely financial data for better council wide decision making.
Is the Council under a statutory duty to provide this service? If not what is the justification for providing it?	The Council has statutory obligations under Section 151. More specifically the obligations of a CFO to ensure good financial management to safeguard value for money and operate a fit for purpose Finance service. The required services will support the Council's statutory financial reporting requirements including the production of the Statement of Accounts, adherence to accounting standards and unqualified audit opinions.
What budget is the funding from for this service?	The cost of the service will be met from the Service Finance and Governance Directorate budget.
Proposed start date and duration of the new contract	The proposed start date is January 2023 for a period of 3 years with option to extend for a further 1 year.

<b>Title of Contract</b>	<b>Strategic and Technical Advice &amp; Support for Financial Reporting</b>
<b>Contact Officers</b>	<b>Director / Assistant Director:</b> Sara Pitt, Director Finance <b>Client Officer:</b> Mohammed Sajid, Interim Head of Financial Strategy <b>Procurement Officer:</b> Richard Tibbatts, Head of Category - Corporate
<b>Relevant Portfolio</b>	<b>Cabinet Member for Finance and Resources</b>
Briefly describe the service required	<p>The services required relate to strategic and technical advice, as well as delivery and support, for financial reporting for the following areas:</p> <ul style="list-style-type: none"> <li>• Co-ordinate and manage the closedown of financial accounts and Value For Money assessment</li> <li>• Deliver and support the production of key aspects of the Statement of Accounts and support the external audit</li> <li>• Lead on Financial Control across the Council</li> <li>• Advice on accounting treatments of complex transactions</li> <li>• Knowledge transfer and building internal capacity</li> <li>• Training and development</li> <li>• Provide resilience in a period of change</li> </ul> <p>There is not the capacity in-house to deliver this service as three long-standing staff are leaving the Council, and these are specialist and hard to recruit roles. This delivery model offers financial and operations resilience and certainty in hard to fulfil specialisms in an important function.</p> <p>A further competition exercise was carried out for the above contract and awarded in January 2021 using the same Crown Consultancy Services Management Consultancy 2 Framework Agreement. The incumbent offers continuity as its staff have been working with the Council and supported two financial reporting cycles and gained invaluable experience. This cannot be transferred to another supplier or attained in a reasonable amount of time, if at all. This knowledge is critical whilst the new financial system is embedded into the Council and there is further turnover in the Council team. The supplier thus provides the most economically advantageous solution for our requirements.</p> <p>The contract needs to deliver financial reporting for 2022/23 (a process which should have started by February 2023). A new supplier will not be able to have the immediate impact the Council requires and</p>



	<p>which the incumbent can provide as a result of their two-year involvement.</p> <p>Value for Money is evidenced by the successful tender in January 2021. Any new competition is likely to result in higher costs due to inflationary pressures since January 2021</p> <p>The supplier produced a Social Value plan as part of the original tender and award, and this will be commensurately extended as part of this new contract.</p>
What is the proposed procurement route?	A direct award will be carried out using Compliant Crown Commercial Services Framework Agreement.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	A two-year contract awarded using the Crown Consultancy Services Management Consultancy 2 Framework Agreement. This ends February 2023.
Has the In-House Preferred Test been carried out?	Yes - There is not the capacity in-house to deliver this service as the long-standing staff are leaving the Council and these are specialist and hard to recruit roles. This contract includes a knowledge transfer element and will ensure junior staff are able to cover such roles in the future.
How will this service assist with the Council's commitments to Route to Zero?	The services required will support our directorates within the Council in the achievement of their ambitions on the Route to Zero.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	The key element of this contract is knowledge transfer to existing and new BCC staff which should enhance career development and improve wellbeing by ensuring staff are trained and knowledgeable to undertake these specialist roles. The contract provides the Council with resilience as well as technical and specialist support in a statutory duty to ensure the Council produces accurate and timely financial data for better council wide decision making.
Is the Council under a statutory duty to provide this service? If not what is the justification for providing it?	The Council has statutory obligations under Section 151. More specifically the obligations of a CFO to ensure good financial management to safeguard value for money and operate a fit for purpose Finance service. The required services will support the Council's statutory financial reporting requirements including the production of the Statement of Accounts, adherence to accounting standards and unqualified audit opinions.
What budget is the funding from for this service?	The cost of the service will be met from the Service Finance and Governance Directorate budget.
Proposed start date and duration of the new contract	The proposed start date is January 2023 for a period of 3 years with option to extend for a further 1 year.



# Birmingham City Council

## Resources Overview and Scrutiny Committee

Date: 30th March 2023



---

**Subject:** NON-KEY DECISION PLANNED PROCUREMENT ACTIVITIES (APRIL 2023 – 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 April 2023 – June 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.

### 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: 21<sup>st</sup> March 2023



**Subject:** NON-KEY DECISION PLANNED PROCUREMENT  
ACTIVITIES (APRIL 2023 – JUNE 2023)  
**Report of:** ASSISTANT DIRECTOR – PROCUREMENT  
**Relevant Cabinet Member:** Councillor Yvonne Mosquito, Finance and Resources  
**Relevant O & S Chair(s):** Councillor Akhlaq Ahmed, Chair of Resources O & S  
**Report author:** Steve Sandercock, Assistant Director, Procurement  
Email Address: [steve.sandercock@birmingham.gov.uk](mailto:steve.sandercock@birmingham.gov.uk)

Are specific wards affected?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No – All wards affected
If yes, name(s) of ward(s):		
Is this a key decision?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, add Forward Plan Reference:		
Is the decision eligible for call-in?	<input type="checkbox"/> Yes	<input checked="" 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 April 2023 – June 2023 which are not key decisions. Planned procurement activities reported previously are not repeated in this report.
- 1.2 The report enables Cabinet to identify whether any reports for procurement activities should be brought to this meeting for specific executive decision,

otherwise they will be dealt with under Chief Officer delegations up to the value of £500,000, unless TUPE applies to current Council staff.

## **2 Recommendations**

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

## **3 Background**

- 3.1 The report approved by Council Business Management Committee on 16 February 2016 set out the case for introducing this process.
- 3.2 At the 12<sup>th</sup> July 2022 meeting of Council changes to procurement governance were agreed which gives Chief Officers the delegated authority to approve procurement contracts up to the value of £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.
- 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 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 Support Officers and to Resources Overview & Scrutiny Committee and therefore is the process for consulting with relevant cabinet and scrutiny members. At the point of submitting this report Cabinet Members/ Resources Overview & Scrutiny Committee Chair have not indicated that any of the planned procurement activity needs to be brought back to Cabinet for executive decision.

## **6 Risk Management**

6.1 Members should note that in respect of any procurement projects which are sought to be referred back to Cabinet for further considerations these may impact on timescales around the delivery of those projects.

6.2 Details of Risk Management, Community Cohesion and Equality Act requirements will be set out in the individual reports.

## **7 Compliance Issues:**

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

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

## **7.2 Legal Implications**

7.2.1 Members are reminded that as a Local Authority the Council has specific duties under public sector procurement, specifically the Public Contract Regulations 2015.

7.2.2 Specific details of any implications related to public sector procurement Regulations are set out- in the individual reports appended to this report.

### **7.3 Financial Implications**

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

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

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

7.4.1 As noted under the Legal Implications the Council has a duty to ensure that public sector procurement activity is in line with public sector legislation, specifically the Public Contracts Regulations 2015.

7.4.2 For each of the individual projects the specific procurement implications associated to the legislation are set out and detailed in the appendices

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

7.5.1 None.

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

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

## **8 Background Documents**

8.1 List of Appendices accompanying this Report (if any):

- 1. Appendix 1 - Planned Procurement Activity April 2023 – June 2023
- 2. Appendix 2 – Background Briefing Paper
- 3. Appendix 3 – Exempt Information



## APPENDIX 1 – PLANNED PROCUREMENT ACTIVITIES (APRIL 2023 – JUNE 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	Approval to Tender Strategy	Civic Cleaning Electric Equipment Lease Agreement	TBC	For the provision of cleaning services to the Council Non-Educational Buildings and some external companies. These buildings range in size from large administrative hubs within excess of 2000 occupants to small local libraries. The service also operates a range of other cleaning disciplines including a mobile cleaning team, home cleans and a specialist retail markets team. The portfolio may expand or contract over the duration of the contract, this may also impact our equipment needs.	4 years	Council Management	Finance and Resources	Lee Bickerton	Cheryl Rudge / Nicholas Cammack	28/04/2023
2	Approval to Tender Strategy	Public Health Adult Weight Management App	TBC	For all adult residents, aged 16 plus, to be able to access the app to receive advice and support on diet & exercise which is age appropriate and considers their gender and ethnicity where relevant. The App will allow the resident to set their own activity weight or loss goals & keep track of their activity / weight loss should they wish to do so.  In addition, all adult residents to be able to access support & advice on how and when to exercise which is relevant to them. Users to be able to identify & locate relevant gyms, leisure centres, walking routes, amateur sports groups, gardening group, cooking groups etc., in their area.	2 years plus 2 years option to extend	Public Health	Health and Social Care	Lee Bickerton	Juliet Grainger / Mike Smith	02/05/2023

## APPENDIX 2

### BRIEFING NOTE ON PLANNED PROCUREMENT ACTIVITIES CABINET – 21<sup>st</sup> March 2023

<b>Title of Contract</b>	<b>Civic Cleaning Electric Equipment Lease Agreement</b>
<b>Contact Officers</b>	<b>Director / Assistant Director:</b> Alison Jarrett, Director of Group & Capital Finance <b>Client Officer:</b> Cheryl Rudge, Senior TFM Manager <b>Procurement Officer:</b> Nicholas Cammack, Procurement Apprentice
<b>Relevant Portfolio</b>	<b>Cabinet Member for Finance and Resources, Councillor Yvonne Mosquito</b>
Briefly describe the service required	For the provision of cleaning services to the Council Non-Educational Buildings and some external companies. These buildings range in size from large administrative hubs within excess of 2000 occupants to small local libraries. The service also operates a range of other cleaning disciplines including a mobile cleaning team, home cleans and a specialist retail markets team. The portfolio may expand or contract over the duration of the contract, this may also impact our equipment needs. To deliver this service a diverse range of cleaning equipment is utilised ranging from rechargeable carpet sweepers to commercial scrubber dryers and industrial quality vacuums. Historically this equipment had been purchased as and when required and maintained by a separate repair and maintenance contract, however 3 years ago a contract was put in place for a contractor to supply, maintain, service and renew electrical equipment to the service portfolio.
What is the proposed procurement route?	An open procurement exercise will be undertaken advertised on In-tend, Find a Tender Service, Contracts Finder and <a href="http://www.finditinbirmingham.com">www.finditinbirmingham.com</a>
What are the existing arrangements? Is there an existing contract? If so when does that expire?	The existing contract expires end of June 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 as there are not the skills or capability within the Council for this service. In addition, there is an established market that can respond to the high degree of flexibility needed. To be able to deliver this in-house would involve significant setup costs to setup manufacturing facilities and this exceeds the budget that is available.
How will this service assist with the Council's commitments to Route to Zero?	Under the contract Suppliers are required to reduce environmental impact within the lifecycle of their contract. The successful Supplier shall be required to provide information on new or improved environmentally preferable products and demonstrate their measured progress against the Council's commitments to Route to Zero. This will be monitored through contract management activities.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	Contractors will be asked for their Equality strategy and action plan; this will be scrutinised to ascertain its alignment with BCCs EBEB equality strategy.
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	There is not a statutory duty to provide this service. However, the service is the BCC in house service provider for cleaning. Civic cleaning has a large customer base across the Council buildings, delivering a first-class service to users.
What budget is the funding from for this service?	This is funded from Civic cleaning traded budget.
Proposed start date and duration of the new contract	The proposed start date is July 2023 for a period of 4 years.

<b>Title of Contract</b>	<b>Public Health Adult Weight Management App</b>
<b>Contact Officers</b>	<b>Director / Assistant Director:</b> Dr Justin Varney, Director, Public Health <b>Client Officer:</b> Juliet Grainger, Service Lead <b>Procurement Officer:</b> Mike Smith, Head of Category - People
<b>Relevant Portfolio</b>	<b>Cabinet Member for Health and Social Care, Councillor Mariam Khan</b>
Briefly describe the service required	<p>For all adult residents, aged 16 plus, to be able to access the App to receive advice and support on diet &amp; exercise which is age appropriate and considers their gender and ethnicity where relevant. The App will allow the resident to set their own activity weight or loss goals &amp; keep track of their activity / weight loss should they wish to do so.</p> <p>In addition, all adult residents to be able to access support &amp; advice on how and when to exercise which is relevant to them. Users to be able to identify &amp; locate relevant gyms, leisure centres, walking routes, amateur sports groups, gardening group, cooking groups etc., in their area.</p> <p>The App will also provide links to mental health support.</p> <p>For safeguarding purposes, the App will have functionality to screen for BMI below normal range and recommend and promote healthy weight, healthy eating &amp; exercise, and to suggest medical advice when or if relevant.</p> <p>A review of the latest evidence to inform practice undertaken in 2020 suggests that mobile applications may be useful as low-intensity approaches or adjuncts to conventional weight management strategies. <a href="#">Mobile Apps for Weight Management: A Review of the Latest Evidence to Inform Practice - PubMed (nih.gov)</a></p>
What is the proposed procurement route?	To be advertised on Find a Tender, Contracts Finder and <a href="http://www.finditinbirmingham.com">www.finditinbirmingham.com</a>
What are the existing arrangements? Is there an existing contract? If so when does that expire?	Current contracts with 3 providers expire 30 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. Up to date technology, marketing reach and reduced costs can be better achieved via the market.
How will this service assist with the Council's commitments to Route to Zero?	The service is a digital App that Birmingham residents can download to any electronic device. It does not have a carbon footprint.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	Understand our diverse communities. Analysis of the Adult Weight Management programme commissioned by the Council between October 2021 - Dec 2022 showed that the widest spread of ethnicities age & ranges engaging with the programme was apparent in the App results. Our obesity data profile also indicates a high prevalence of obesity in White, Asian and Black populations The service is being re procured to ensure continued accessibility for all our diverse communities.
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	The Council is not under a statutory obligation however the Percentage of adults in Birmingham (aged 18+) classified as obese 2020/21 is 27% compared with England at 25.3%. Birmingham also had 35% higher obesity related hospital admissions in 2021/22 compared with England. Admissions were highest in populations from the south and east of the city.
What budget is the funding from for this service?	This is funded from budget: AV0KZ ---- E00 J00000 TV5KL JZZZ JXXX
Proposed start date and duration of the new contract	The proposed start date is 1st October 2023 for a period of 2 with an option to extend for a further 2 years subject to funding availability and satisfactory performance.





## Resources O&S Committee: Work Programme 2022/23

<b>Chair</b>	Councillor Akhlaq Ahmed
<b>Deputy Chair</b>	Councillor Bushra Bi
<b>Committee Members:</b>	Councillors Meirion Jenkins, Rashad Mahmood, Hendrina Quinnen, Sybil Spence, Paul Tilsley and Ken Wood
<b>Committee Support:</b>	Senior Overview and Scrutiny Manager: Fiona Bottrill (07395 884487) Scrutiny Officer: Jayne Bowles (07928 506172) Committee Manager: Mandeep Marwaha (303 5950)

### 1 Introduction

- 1.1 The remit of the Resources O&S Committee is 'to fulfil the functions of an Overview and Scrutiny Committee as they relate to any policies, services and activities concerning finance (including strategic finance, budget setting and financial monitoring); revenues and benefits; treasury management; council land use and property assets; human resources; contracting, commissioning and commercialisation'.
- 1.2 This report provides details of the proposed scrutiny work programme for 2022/23.

### 2 Recommendation

- 2.1 That the Committee considers its work programme, attached at Appendix 1, and considers whether any amendments are required.

### 3 Background

- 3.1 *"Scrutiny is based on the principle that someone who makes a decision...should not be the only one to review or challenge it. Overview is founded on the belief that an open, inclusive, member-led approach to policy review...results in better policies in the long run."* (Jessica Crowe, former Executive Director, Centre for Governance and Scrutiny).
- 3.2 Developing an effective work programme is the bedrock of an effective scrutiny function. Done well, it can help lay the foundations for targeted, inclusive and timely work on issues of local importance, where scrutiny can add value. Done poorly, scrutiny can end up wasting time and resources on issues where the impact of any scrutiny work done is likely to be minimal.
- 3.3 As a result, the careful selection and prioritisation of work is essential if the scrutiny function is to be successful, add value and retain credibility.



## 4 Work Programme

- 4.1 Appendix 1 sets out the future work programme for this Committee. This provides information on the aims and objectives, together with lead officers and witnesses, for each item. The attached work programme also includes items to be programmed where dates are still to be confirmed, and any outstanding items including the tracking of previous recommendations.
- 4.2 The following two issues were recommended by Co-ordinating O&S Committee for this committee to consider:
- Cost of Living Crisis – financial implications for the Council;
  - Diversity and Inclusion Dashboard - following publication in February 2023 – to monitor workforce data and identify progress against workforce equality indicators.

## 5 Other Meetings

- 5.1 There are no other meetings scheduled at this time.

### **Call in Meetings:**

---

*None scheduled*

### **Petitions**

---

*None scheduled*

### **Councillor Call for Action requests**

---

*None scheduled*

It is suggested that the Committee approves Thursday at 2.00pm as a suitable day and time each week for any additional meetings required to consider 'requests for call in' which may be lodged in respect of Executive decisions

## 6 Forward Plan for Cabinet Decisions

- 6.1 Since the implementation of the Local Government Act and the introduction of the Forward Plan, scrutiny members have found the Plan to be a useful tool in identifying potential agenda items.
- 6.2 The following decisions, extracted from the CMIS Forward Plan of Decisions, are likely to be relevant to the Resources O&S Committee's remit. The Panel may wish to consider whether any of these issues require further investigation or monitoring via scrutiny. The Forward Plan can be viewed in full via Forward Plans ([cmis.uk.com](http://cmis.uk.com)).



<b>ID Number</b>	<b>Title</b>	<b>Portfolio</b>	<b>Proposed Date of Decision</b>
009483/2022	Disposal of Surplus Properties	Leader	25 Apr 23
010856/2023	Job Evaluation	Finance and Resources	25 Apr 23
010906/2023	P0599: Tyseley Energy Recovery Facility, Waste Transfer Stations and Household Waste Recycling Centres – Operate, Maintain and Renewal	Leader	25 Apr 23
010948/2023	Effective Commissioning of Debt	Finance and Resources	25 Apr 23
011240/2023	Grant Funding from Government – Standing Item	Leader	25 Apr 23
007349/2020	Waste Vehicle Replacement Programme	Environment	16 May 23
010889/2023	The Supply of Non-Permanent Workers	Finance and Resources	16 May 23
011139/2023	Highway Maintenance and Management PFI Contract – Commercial Arrangements	Transport	12 Jun 23
009663/2022	Promotion of Council Owned Land within Bromsgrove	Leader	27 Jun 23

## 7 Legal Implications

7.1 There are no immediate legal implications arising from this report.

## 8 Financial Implications

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

## 9 Public Sector Equality Duty

9.1 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.



- 9.2 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.
- 9.3 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.

## 10 Use of Appendices

- 10.1 Appendix 1 – Work Programme for 2022/2023



**RESOURCES OVERVIEW AND SCRUTINY COMMITTEE 2022-23 WORK PROGRAMME**

Date of Meeting: **Thursday 28<sup>th</sup> July 2022**

<b>Item/ Topic</b>	<b>Type of Scrutiny</b>	<b>Aims and Objectives</b>	<b>Lead Officer</b>	<b>Witnesses</b>	<b>Visits</b>	<b>Additional Information (Including joint working / links with other O&amp;S Committees)</b>
Financial Monitoring Q1 2022/23	Monitoring Report	Scrutiny of current financial position	Rebecca Hellard, Director of Council Management	Rebecca Hellard, Director of Council Management Sara Pitt, Director of Finance	None Required	
Planned Procurement Activities Report	Standing Item	To note the Cabinet report (considered on 26 July) on planned procurement activity.	Steve Sandercock, Assistant Director, Procurement	Steve Sandercock, Assistant Director, Procurement	None Required	
Work Programme Development	Decision	Approve work programme for 2022-23	Fiona Bottrill, Senior Overview and Scrutiny Manager	None	None Required	

**Final Deadline: Tuesday 19<sup>th</sup> July 2022**

**Publication: Wednesday 20<sup>th</sup> July 2022**

**Date of Meeting: Thursday 8<sup>th</sup> September 2022**

<b>Item/ Topic</b>	<b>Type</b>	<b>Aims and Objectives</b>	<b>Lead Officer</b>	<b>Witnesses</b>	<b>Visits</b>	<b>Additional Information</b>
Cabinet Member for Finance and Resources	Update report	Provide a summary of Cabinet Member priorities for 2022-23, and identifying opportunities for O&S to add value	Jon Lawton, Cabinet Support Officer	Councillor Yvonne Mosquito, Cabinet Member for Finance and Resources	None Required	
Financial Monitoring 2022/23	Monitoring Report	Scrutiny of current financial position	Rebecca Hellard, Director of Council Management	Rebecca Hellard, Director of Council Management Sara Pitt, Director of Finance	None Required	
Long Term Debt Strategy	Update report	To inform members of the Council's strategy to deal with long term debt	Rebecca Hellard, Director of Council Management	Mohammed Sajid, Interim Head of Financial Strategy	None Required	
Planned Procurement Activities Report	Standing Item	To note the latest Cabinet report on planned procurement activity.	Steve Sandercock, Assistant Director, Procurement	Steve Sandercock, Assistant Director, Procurement	None Required	
Work Programme Development	Decision	Approve work programme for 2022-23	Fiona Bottrill, Senior Overview and Scrutiny Manager	None	None Required	

**Final Deadline: Tuesday 30<sup>th</sup> August 2022**

**Publication: Wednesday 31<sup>st</sup> August 2022**

Date of Meeting: Thursday 6<sup>th</sup> October 2022

Item/ Topic	Type	Aims and Objectives	Lead Officer	Witnesses	Visits	Additional Information
Financial Monitoring 2022/23	Monitoring Report	Scrutiny of current financial position	Rebecca Hellard, Director of Council Management	Rebecca Hellard, Director of Council Management Sara Pitt, Director of Finance	None Required	
Implementation of Oracle	Update Report	To inform members of the implementation of the Oracle system	Rebecca Hellard, Director of Council Management	Rebecca Hellard, Director of Council Management James Couper, ERP Programme Director	None Required	
Progress Report on Implementation: Procurement Governance Arrangements	Tracking Report	To monitor progress on delivery of the recommendations	Steve Sandercock, Assistant Director, Procurement	Steve Sandercock, Assistant Director, Procurement	None Required	
Planned Procurement Activities Report	Standing Item	To note the latest Cabinet report on planned procurement activity.	Steve Sandercock, Assistant Director, Procurement	Steve Sandercock, Assistant Director, Procurement	None Required	
Work Programme Development	Decision	Approve work programme for 2022-23	Fiona Bottrill, Senior Overview and Scrutiny Manager	None	None Required	

Final Deadline: Tuesday 27<sup>th</sup> September 2022

Publication: Wednesday 28<sup>th</sup> September 2022

Date of Meeting: Thursday 17<sup>th</sup> November 2022

Item/ Topic	Type	Aims and Objectives	Lead Officer	Witnesses	Visits	Additional Information
Progress Report on Implementation: Council-owned Assets	Tracking Report	To monitor progress on delivery of the recommendations	Rebecca Grant, Cabinet Support Officer	Councillor Ian Ward, Leader Kathryn James, Assistant Director, Inclusive Growth	None Required	Economy and Skills OSC members to be invited to the meeting for this item
Cabinet Member for Social Justice, Community Safety and Equalities	Update Report	Provide a summary of Cabinet Member priorities for 2022-23, and identifying opportunities for O&S to add value	Marcia Wynter, Cabinet Support Officer	Councillor John Cotton, Cabinet Member for Social Justice, Community Safety and Equalities	None Required	
Financial Monitoring 2022/23	Monitoring report	Scrutiny of current financial situation	Rebecca Hellard, Director of Council Management	Rebecca Hellard, Director of Council Management Sara Pitt, Director of Finance	None Required	
Quarterly Assurance Update – Procurement and Contract Governance Rules						
Planned Procurement Activities Report	Standing Item	To note the latest Cabinet report on planned procurement activity.	Steve Sandercock, Assistant Director, Procurement	Steve Sandercock, Assistant Director, Procurement	None Required	
Work Programme Development	Decision	Approve work programme for 2022-23	Fiona Bottrill, Senior Overview and Scrutiny Manager	None	None Required	

**Final Deadline: Tuesday 8<sup>th</sup> November 2022**

**Publication: Wednesday 9<sup>th</sup> November 2022**

**Date of Meeting: Thursday 22<sup>nd</sup> December 2022**

<b>Item/ Topic</b>	<b>Type</b>	<b>Aims and Objectives</b>	<b>Lead Officer</b>	<b>Witnesses</b>	<b>Visits</b>	<b>Additional Information</b>
Financial Monitoring 2022/23	Monitoring report	Scrutiny of current financial position	Rebecca Hellard, Director of Council Management	Rebecca Hellard, Director of Council Management Sara Pitt, Director of Finance	None Required	
Planned Procurement Activities Report	Standing Item	To note the latest Cabinet report on planned procurement activity.	Steve Sandercock, Assistant Director, Procurement	Steve Sandercock, Assistant Director, Procurement	None Required	
Work Programme Development	Decision	Approve work programme for 2022-23	Fiona Bottrill, Senior Overview and Scrutiny Manager	None	None Required	

**Final Deadline: Tuesday 13<sup>th</sup> December 2022**

**Publication: Wednesday 14<sup>th</sup> December 2022**

Date of Meeting: Thursday 9<sup>th</sup> February 2023

Item/ Topic	Type	Aims and Objectives	Lead Officer	Witnesses	Visits	Additional Information
Financial Monitoring 2022/23	Monitoring report	Scrutiny of current financial position	Rebecca Hellard, Director of Council Management	Rebecca Hellard, Director of Council Management Sara Pitt, Director of Finance	None Required	
Draft Financial Plan 2023 - 2027	Consultation	Scrutiny to respond to Budget Consultation	Rebecca Hellard, Director of Council Management	Rebecca Hellard, Director of Council Management Sara Pitt, Director of Finance	None Required	
Planned Procurement Activities Report	Standing Item	To note the latest Cabinet report on planned procurement activity.	Steve Sandercock, Assistant Director, Procurement	Steve Sandercock, Assistant Director, Procurement	None Required	
Work Programme Development	Decision	Approve work programme for 2022-23	Fiona Bottrill, Senior Overview and Scrutiny Manager	None	None Required	

Final Deadline: Tuesday 31<sup>st</sup> January 2023

Publication: Wednesday 1<sup>st</sup> February 2023

**Date of Meeting: Thursday 2<sup>nd</sup> March 2023 – MEETING CANCELLED**

Item/ Topic	Type	Aims and Objectives	Lead Officer	Witnesses	Visits	Additional Information
Financial Monitoring 2022/23	Monitoring report	Scrutiny of current financial position	Rebecca Hellard, Director of Council Management	Rebecca Hellard, Director of Council Management Sara Pitt, Director of Finance	None Required	
S106 and Community Infrastructure Levy (CIL)	Briefing	To understand the S106 and CIL Policy and Procedure	Hayley Claybrook, Planning Contributions Team	Hayley Claybrook, Planning Contributions Team	None Required	
Planned Procurement Activities Report	Standing Item	To note the latest Cabinet report on planned procurement activity.	Steve Sandercock, Assistant Director, Procurement	Steve Sandercock, Assistant Director, Procurement	None Required	
Work Programme Development	Decision	Approve work programme for 2022-23	Fiona Bottrill, Senior Overview and Scrutiny Manager	None	None Required	

**Final Deadline: Tuesday 21<sup>st</sup> February 2023**

**Publication: Wednesday 22<sup>nd</sup> February 2023**



**Date of Meeting: Thursday 30<sup>th</sup> March 2023**

<b>Item/ Topic</b>	<b>Type</b>	<b>Aims and Objectives</b>	<b>Lead Officer</b>	<b>Witnesses</b>	<b>Visits</b>	<b>Additional Information</b>
Financial Monitoring 2022/23	Monitoring Report	Scrutiny of current financial position	Rebecca Hellard, Director of Council Management	Rebecca Hellard, Director of Council Management  Fiona Greenway, Interim Director of Finance	None Required	
S106 and Community Infrastructure Levy (CIL)	Briefing	To understand the S106 and CIL Policy and Procedure	Hayley Claybrook, Planning Contributions Team	Hayley Claybrook, Planning Contributions Team	None Required	
Planned Procurement Activities Report	Standing Item	To note the latest Cabinet report on planned procurement activity.	Steve Sandercock, Assistant Director, Procurement	Steve Sandercock, Assistant Director, Procurement	None Required	
Work Programme Development	Decision	Approve work programme for 2022-23	Fiona Bottrill, Senior Overview and Scrutiny Manager	None	None Required	

**Final Deadline: Tuesday 21<sup>st</sup> March 2023**

**Publication: Wednesday 22<sup>nd</sup> March 2023**

**Date of Meeting: Thursday 27<sup>th</sup> April 2023**

<b>Item/ Topic</b>	<b>Type</b>	<b>Aims and Objectives</b>	<b>Lead Officer</b>	<b>Witnesses</b>	<b>Visits</b>	<b>Additional Information</b>
Planned Procurement Activities Report	Standing Item	To note the latest Cabinet report on planned procurement activity.	Steve Sandercock, Assistant Director, Procurement	Steve Sandercock, Assistant Director, Procurement	None Required	
Work Programme Development	Decision	Approve work programme for 2022-23	Fiona Bottrill, Senior Overview and Scrutiny Manager	None		

**Final Deadline: Tuesday 18<sup>th</sup> April 2023**

**Publication: Wednesday 19<sup>th</sup> April 2023**

**TO BE SCHEDULED:**

**Items suggested for the work programme:**

- Impact of Universal Credit roll out on the Council and understanding of residents' housing costs / needs and implications for the cost of living crisis.
- Financial implications of the Council's approach to early intervention for the Council's finances and budget, including proposal to bring enforcement into Council service.
- Management of the Council's budget deficit
- Delivering Best in Class Services in Finance, Resources and HR: What are current base lines and how will progress be measured? Examples of other Best in Class services / organisations in relation to finance, resources and human resources.
- Implementation of Digital Strategy
- Outcome of the CIPFA Budget Sufficiency Review of Education and Skills Directorate (now the Children and Families Directorate)
- Use of consultants

**The following two issues were recommended by Co-ordinating O&S Committee for consideration by this committee:**

- Cost of Living Crisis – financial implications for the Council;
- Diversity and Inclusion Dashboard - following publication in February 2023 – to monitor workforce data and identify progress against workforce equality indicators.

