

BIRMINGHAM CITY COUNCIL

RESOURCES OVERVIEW AND SCRUTINY COMMITTEE

THURSDAY, 22 DECEMBER 2022 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) 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 - 14**
- 4 **ACTION NOTES AND ACTION TRACKER**
- To agree the action notes of the meeting held on 17 November 2022 and note the action tracker.
- 15 - 40**
- 5 **FINANCIAL MONITORING 2022/23 - MONTH 7**
- To consider the Month 7 Financial Monitoring Report (considered at Cabinet on 13 December).
- 41 - 66**
- 6 **PLANNED PROCUREMENT ACTIVITIES**
- To consider the reports (considered at Cabinet on 13 December) on planned procurement activity.
- 67 - 82**
- 7 **WORK PROGRAMME**
- To agree the work programme.
- 8 **DATE OF NEXT MEETING**
- To note that the next meeting is scheduled for Thursday 19 January 2022 at 1400 hours.
- 9 **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).
- 10 **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.
- 11 **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'.
- 12 **EXCLUSION OF THE PUBLIC**
- That in view of the nature of the business to be transacted which includes exempt information of the category indicated the public be now excluded from the meeting:-
- Exempt Paragraph 3

PRIVATE AGENDA

13 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 17 November 2022, Committee Room 6, Council House, Victoria Square, B1 1BB

Action Notes

Present:

Councillor Akhlaq Ahmed (Chair)

Councillors: Bushra Bi, Meirion Jenkins, Paul Tilsley and Ken Wood

Also Present:

Councillor Ian Ward, Leader of the Council

Councillor John Cotton, Cabinet Member for Social Justice, Community Safety and Equalities

Darren Hockaday, Interim Director of People Services

Kathryn James, Assistant Director of Investment and Valuation

Sara Pitt, Director of Finance

Mohammed Sajid, Interim Head of Financial Strategy

Steve Sandercock, Assistant Director, Procurement

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) 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 Rashad Mahmood and Hendrina Quinnen.

3. DECLARATIONS OF INTERESTS

Councillor Paul Tilsley declared a non-pecuniary interest as a member of the Birmingham Airport Board.

4. ACTION NOTES AND ACTION TRACKER

(See documents 1 and 2)

RESOLVED:-

That the action notes of the meeting held on 6 October 2022 were agreed and the action tracker was noted.

5. PROGRESS REPORT ON IMPLEMENTATION: COUNCIL-OWNED ASSETS

(See document 3)

Councillor Ian Ward, Leader of the Council, and Kathryn James, Assistant Director of Investment and Valuation, were in attendance for this item.

Councillor Ward introduced the report and confirmed the Cabinet Member Assessments for each of the recommendations were:

R01 – ‘3’ (Not Achieved – Progress Made) with a proposed new completion date of April 2023.

R02 – ‘3’ (Not Achieved – Progress Made) with a proposed new completion date of April 2023.

R03 – ‘1’ (Achieved – Fully) – with the second part dealt with through reporting into the Housing and Neighbourhoods O&S Committee.

R04 – ‘3’ (Not Achieved – Progress Made) with a proposed new completion date of April 2023. However, the Committee was requested to consider changing this to a ‘2’ (Achieved – Late) in view of the fact that the Property Services website was due to go live in December 2022 (it was noted that there was a typographical error in the report).

R05 – ‘2’ (Achieved – Late)

R06 – ‘2’ (Achieved – Late)

In the course of the discussion, and in response to Members’ questions, the following were among the main points raised:

- The position with regard to the Birmingham Wheels racetrack was queried and members were told that the council had put in a successful levelling up fund bid to do remedial works on the site; that work is ongoing and the council is still in discussions with a prospective purchaser;
- The key thing with the levelling up money was that it had to be spent on remediation on that site within a certain timeframe and it was known there would need to be a conversation with the government around the remaining money in that fund;

- As there is a degree of economic instability at the moment with property prices falling, the situation has to be dealt with in the current context;
- The work done on the levelling up strategy was welcomed, however it was queried whether this work would be under threat in the months ahead given the economic uncertainty;
- Members were reassured that the council's own levelling up strategy would continue to roll forward;
- It was suggested that there should be training arranged for members to enable them to better engage with residents;
- The community portfolio will sit under the Corporate Landlord;
- The Committee then considered each of the recommendations and all of the Cabinet Member Assessments were agreed, including that R04 be changed from a '3' to a '2';
- It was agreed that a further progress report should be presented to Committee in relation to R01 and R02 after the proposed new completion date of April 2023..

RESOLVED:-

- That progress in relation to the outstanding recommendations R01 and R02 would be reported to Committee after April 2023;
- That the report was noted.

6. CABINET MEMBER FOR SOCIAL JUSTICE, COMMUNITY SAFETY AND EQUALITIES PRIORITIES

(See document 4)

Councillor John Cotton, Cabinet Member for Social Justice, Community Safety and Equalities attended to present his priorities for 2022/23 as they relate to the remit of this Committee.

Darren Hockaday, Interim Director of People Services, was also in attendance.

Councillor Cotton highlighted the following key points:

- He had taken on responsibility for People Services following the May 2022 AGM and the reason was to ensure the council was fully focussed on building a workforce that reflects at all levels the diversity of the city;
- It is clear there is still much more to do, with race and gender pay gaps still too high and other equality gaps in the organisation as well;
- In terms of People Services deliverables over the next 12 months, there are 6 key workstreams:
 - Workforce Transition
 - Workforce Everyone's Battle, Everyone's Business
 - Job Evaluation Pay and Grading
 - Be Bold
 - People Services Target Operating Model
 - Technology
- The importance of maximum transparency and constructive challenge was acknowledged and the support and oversight of Scrutiny colleagues in providing that constructive challenged was welcomed;

- It is clear the council needs to do all it can to build a greater sense of trust and confidence in the HR function and in addition to the priorities set out in the report, an external independent review of HR is being commissioned;
- This will be in place after Christmas and will take a couple of months, with a robust and transparent baseline, to deliver a vision and action plan and an external learning and support programme;
- Cllr Cotton wanted to put on record his thanks to the thousands of dedicated staff in the organisation and his determination that as an employer the council supports them going forward.

During the discussion, and in response to Members' questions, the following were among the main points raised:

- **Workforce Transition (£4m target savings)** – Members heard that this piece of work is very different from business as usual and would offer people an opportunity to exit on a voluntary basis;
- This could create a number of exits for those who decide they would like to retire early and given that the council has such a bulge in the demographic of those approaching retirement that might be attractive for some;
- Those directorates affected would then be asked how they could potentially organise their priorities and resources differently, for example looking at apprenticeships, graduate intern placements and a sufficient route to market to attract diversity;
- There were concerns around experienced officers leaving and the council losing those skills without adequate back-filling;
- This programme is not voluntary redundancy and there would be a mutually agreed exit, for example in a situation where it wouldn't be possible to instantly replace someone, that person could perhaps leave after 6 months and help to train someone brought into the organisation;
- Members were reassured that the council will still be recruiting on the basis of talent;
- **Everyone's Battle Everyone's Business** – The work to date was welcomed;
- With regard to producing Pay Gap Reports and the need to have more than 85% data recorded to do this, Members were told that the Your Diversity Matters campaign has increased self-declaration but the 85% has not yet been reached;
- There is enough data to enable an estimate but more data is needed to give a comprehensive picture;
- **JE Pay and Grading** – The importance of getting this right to ensure employees are receiving a fair wage, whilst helping to protect the council from future equal pay claims, was stressed;
- At this stage, it can't be determined what the full impact of the grading implications might be and there is some benchmarking activity being undertaken to give a preliminary view on grading;
- **Interims and Consultants** – The position regarding interims and consultants was queried and Members were told that the council is in a far more sustainable position now across CLT and JNC than it has been for some time;
- It was agreed that data would be provided to the Committee showing the current percentage of interims across the permanent JNC structure;

- With regard to consultants, Councillor Cotton told members that he had inherited oversight of consultants as part of his portfolio and is determined that the council is relentless in driving down consultancy usage;
- The Chair referred to questions in relation to the threshold for Cabinet Member sign-off on consultant spend which had been raised by Councillor Alex Yip at a recent meeting of the Co-ordinating O&S Committee;
- In response, Councillor Cotton confirmed that the threshold is spend of more than £100,000 at outset or extension and that having looked around at what happens elsewhere had noted that the Government threshold for ministerial sign, which is probably the comparator, is actually £120,000, so we are probably in the right place;
- Councillor Cotton further confirmed that he was putting in place reporting mechanisms to keep a close grip on what is happening in existing terms and also any new sign-up or requests for extensions;
- **Appeals** – Concerns were raised around the length of time it takes to deal with appeals, which in some cases can take months due to issues around resources, how they are organised and set up and how technology is used;
- The new Oracle system should track and monitor cases;
- The historic pattern of approach has been fairly risk averse and there is now evidence of change with a more risk tolerant approach and HR and Legal working together more effectively.

RESOLVED:-

- That data showing the current percentage of interims across the JNC permanent structure would be provided to Committee;
- That the report was noted.

7. FINANCIAL MONITORING 2022/23 – QUARTER 2

(See document 5)

Sara Pitt, Director of Finance, and Mohammed Sajid, Interim Head of Financial Strategy, were in attendance for this item.

Sara Pitt presented the key points in the report and during the discussion, and in response to Members' questions, the following were among the main points raised:

- **Cost of Living Emergency – Use of £5m of Financial Resilience Reserve** – following Cabinet approval in October, the Committee would be interested in seeing a report on how the money is being spent;
- **High Risk Savings of £15,034 (35%)** – There is a programme management approach, with rigorous work around delivery of those savings and they are not saying they are not deliverable;
- **Covid Reserve** – There is £7.8m left and this is being used in full;
- **Capital Programme spend** – Finance are working closely with project managers to get the capital spend better profiled. Part of the issue is contractors' billing and having to chase contractors where capital projects have been started later in the year;
- Cashflow forecast for treasury borrowing assumes 10% slippage;

- **Re-evaluation of Reserves** – The Government has given us some flexibility in recent years and where revenue work leads to a saving, capital receipts can be used, however the downside to this is that money then can't be used for capital works;
- **Budget setting training** – There was training for all members last year on local government finance and understanding the member role in terms of approving the budget and this will be rolled out again this year, as well as something specific for Scrutiny;
- **Treasury Management and Investments training** – an email should be going out to members soon and this training will be carried out by independent treasury advisers.

RESOLVED:

- That a report on how the £5m Cost of Living Emergency Fund is being spent would be shared with members;
- That the report was noted.

8. QUARTERLY ASSURANCE UPDATE – PROCUREMENT AND CONTRACT GOVERNANCE RULES

(See document 6)

Steve Sandercock, Assistant Director, Procurement, was in attendance for this item and the following key points were highlighted:

- As discussed at the last meeting, one of the agreed actions was for this report to be presented to Resources O&S Committee after Cabinet;
- The report sets out compliance exceptions to the new rules, including where rules have been waived for due reasons and where there have been breaches, and these are highlighted in the appendix to the report.

During the discussion, and in response to Members' questions, the following were among the main points raised:

- During the period covered in the report – June to end of September – there were seven breaches of rules and six occasions, either through efficiency, expediency or time constraints, where there were waivers;
- It was noted that Appendix 2 provided a little more detail and explanation of what actions were taken;
- Online sessions had been arranged for all members on the new procurement governance rules, following the work of the Task & Finish group.

RESOLVED:

That the report was noted.

9. PLANNED PROCUREMENT ACTIVITIES

(See document 7)

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

The Committee noted that there were no non-key decisions and no questions were raised by Members.

RESOLVED:-

That the report was noted.

10. WORK PROGRAMME

(See document 8)

It was suggested that an informal session be held after the December committee meeting to plan for the budget scrutiny session in January.

RESOLVED:-

That the work programme was noted.

11. DATE OF THE NEXT MEETING

Noted.

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

None.

13. OTHER URGENT BUSINESS

None.

14. AUTHORITY TO CHAIR AND OFFICERS

RESOLVED:

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

15. EXCLUSION OF THE PUBLIC

N/A

PRIVATE AGENDA

16. PLANNED PROCUREMENT ACTIVITIES EXEMPT APPENDIX 3

N/A

The meeting ended at 1538 hours.

RESOURCES O&S COMMITTEE
ACTION TRACKER 2022/23

Date	Agenda Item	Action	Notes
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 th November. Further information requested.
	Financial Monitoring 2022/23 – Quarter 2	Report on how the £5m Cost of Living Emergency Fund is being spent to be shared with Members.	
06-Oct-22	Financial Monitoring 2022/23 – Month 5	Best in Class Principles to be circulated.	Emailed to Members on 11 th 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 th 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 included on the work programme for the November meeting, with the next report scheduled for February.
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.
	Financial Monitoring 2022/23 – Quarter 1	Director of Finance to provide: <ul style="list-style-type: none"> Further information on the length of electricity and fuel contracts. 	Emailed to Members on 27 th September.

RESOURCES O&S COMMITTEE
ACTION TRACKER 2022/23

Date	Agenda Item	Action	Notes
		<ul style="list-style-type: none"> A table that can be shared with Scrutiny Chairs to explore if there is a correlation with underspending, overspending and performance. 	Emailed to Members on 27 th September.
08-Sep-22	Cabinet Member for Finance and Resources – Portfolio Priorities	<ul style="list-style-type: none"> Interim AD, Procurement to provide clarification in relation to promoting businesses contracted by the Council that are matching pay parity with local government. S106 and CIL – it was suggested that an officer from Planning attends a future meeting to explain the policy and procedure. 	<p>Emailed to Members on 7th November</p> <p>Included on the work programme for the 2nd March meeting.</p>
	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 th 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 th September.

Birmingham City Council

Resources Overview and Scrutiny Committee

Date 22nd December 2022



Subject: FINANCIAL MONITORING REPORT 2022/23
MONTH 7 (UP TO 31ST OCTOBER 2022)

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

Report author: Director of Finance (Deputy S151 Officer) – Sara Pitt

1 Purpose

- 1.1 To update Cabinet on 13th December and Resources Overview and Scrutiny Committee on 22nd December on the financial position at Month 7.

2 Recommendations

- 2.1 Scrutiny notes that the Council faces 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 the forecast Capital spend has not changed since Month 6, as set out in paragraphs 4.5 to 4.10 of the Cabinet Report.

3 Any Finance Implications

- 3.1 The 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 risks identified. 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. In order to break even, spend controls must be solidly delivering by Quarter 3.
- 3.3 Slippage within the Capital programme of £46.9m was identified at Quarter 2. 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 7 Financial Monitoring 2022/23
- 6.2 Appendix A Month 7 Financial Monitoring Report 2022/23

Birmingham City Council

Report to Cabinet

13TH DECEMBER 2022



Subject: FINANCIAL MONITORING REPORT 2022/23
MONTH 7 (UP TO 31ST OCTOBER 2022)

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: Director of Finance (Deputy S151 Officer) – Sara Pitt

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: 010524/2022		
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

The quarterly finance report attached as Appendix A is part of the City Council's robust financial management arrangements. Due to the extraordinary economic conditions, from Month 5 onwards, high level, exception based in year financial monitoring will be reported to Cabinet each month. The fuller quarterly in year financial monitoring reports to Cabinet will continue.

2 Recommendations

That the Cabinet:-

- 2.1 Notes that the Council faces 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 the forecast Capital spend has not changed since Month 6, as set out in paragraphs 4.5 to 4.10.

3 Background

- 3.1 At the 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 7.

4 Key Issues

Revenue position

- 4.1 Table 1 in Appendix A in Section 1 shows the breakdown of risks to the value of £106.6m that have been identified at this stage in the year, a majority of which are expected to continue into future years. The table also shows that £64.3m of these risks are being mitigated through planned use of policy contingency budget and the financial resilience reserve, the latter in relation to economic shock.
- 4.2 The remaining identified risks of £42.3m are expected to be mitigated through continued due diligence on the risks themselves and through the rigorous spending controls introduced in July 2022.
- 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.
- 4.4 The Director of Council Management presented a Medium Term Financial plan update report to Cabinet on 11th October providing an update on the financial pressures the Council is facing and the mitigating actions being taken. This showed that the gap for 2023/24 has risen from £33m to £80m.

Capital Programme

- 4.5 A capital budget of £531.7m was set in the Financial Plan 2022/23 and approved by full Council on the 22nd February 2022. Like all financial years capital spend is weighted towards the later end of the year, and often spend will slip in to the following year due to the complex nature of many of the capital projects.
- 4.6 Following slippage at the end of 2021/22, Cabinet of 11th October approved an increase of £162.7m to the Capital budget for 2022/23 from £531.7m to £694.4m.

- 4.7 At Quarter 2, Cabinet of 11th November approved an increase of £29.0m due to new projects being approved and new grant allocations from Government, giving a revised total Capital programme of £723.4m.
- 4.8 Slippage within the Capital programme of £46.9m was identified at Quarter 2 giving a forecast outturn of £676.5m.
- 4.9 As at Month 7 capital spend is projected to be £676.5m. This is the same position reported at Month 6.
- 4.10 During Month 7 and Month 8 work is being undertaken with Directorates and project managers to explore opportunities to reprofile or review capital projects. This will inform the 2022/23 projection as well as future year budgets.
- 4.11 Paragraph 7.5 of Appendix A covers progress against budgeted capital receipts. The 2022/23 budgeted target of capital receipts is £69.3m. At present £13.0m of receipts have been achieved. There are identified disposals at various stages of the disposal process for the remainder of the target. It should be noted that the majority of receipts are due to be received towards the end of the 2022/23 financial year and relate to a small number of high value cases.

Treasury Management

- 4.12 Gross loan debt is currently £3,276m, with the year-end projection estimated to be £3,392m, below the planned level of £3,452m. The annual cost of servicing debt represents approximately 29.6% of the net revenue budget. The planned level of debt and annual cost of servicing debt currently includes over £200m borrowing for the Enterprise Zone (EZ), due to be financed from Business Rates growth within the EZ.
- 4.13 The Council resumed short-term borrowing in the last quarter, in line with the current Treasury Management Strategy, and this is currently at £313m. Short-term borrowing rates are currently higher than planned due to the unprecedented scale of interest rate rises since the Financial Plan was set. Given the rising interest rate environment, the Council has sought to reduce refinancing risk by taking long-term borrowing from the Public Works Loan Board (PWLB).
- 4.14 The outlook for borrowing costs remain uncertain as the Bank of England looks to bring inflation to target and further Bank Rate rises are expected. Treasury Management costs for 2022/23 are still expected to remain at budget based on mitigations being taken such as maintaining a balanced loans portfolio, seeking out optimal borrowing rates and ensuring accurate cash flow projections. However, there is a risk that further volatility in the financial markets could push treasury management costs up before the end of the financial year.

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 risks identified. 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 £46.9m was identified at Quarter 2. 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 11th October 2022
- 9.5 Quarter 2 Financial Monitoring Report approved by Cabinet 8th November 2022

Report to Cabinet – 13th Dec 2022

Month 7 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 22nd 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 7.
- 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 significant financial risks that if not addressed will result in an overspend. In order to break even, spend controls must be solidly delivering by Quarter 3.
- 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.
- 1.5 A review of reserves and balances is continuing to ensure that monies are being fully utilised for example Section 106 and Community Infrastructure Levy (CIL), specific grants including Public Health and property maintenance reserves.
- 1.6 The MTFP contains several budget savings that are currently due to be delivered in future years and we continue to explore the opportunities to deliver future years savings sooner.
- 1.7 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.
- 1.8 The financial risks now stand at **£42.3m**. This is a decrease of £2.2m since our Quarter 2 (Month 6) report.
- 1.9 We continue to assume delivery of our budgeted savings and are closely monitoring the delivery of these. Further details are provided in Section 4.

Table 1: Detail of risks and mitigations identified

Directorate	Risks	Gross Risk (£m)	Use of Contingency (£m)	Use of Reserve (£m)	Spend Controls (£m)	Other Mitigations (£m)	Net Risk (£m)
Children & Families	Special Educational Needs Assessment and Review Service (SENAR)	4.900		(4.900)			0.000
Children & Families	Children & Young People Travel Service (formerly H2ST)	16.047					16.047
Children & Families	Birmingham Children's Trust (BCT)	23.900					23.900
City Operations	Parking Income Shortfall	4.300		(4.300)			0.000
City Operations	Street Lighting Electricity	5.700	(5.700)				0.000
City Operations	Sports and Leisure Income Shortfall	1.000		(1.000)			0.000
City Operations	Vehicle Fuel costs	1.500				(1.500)	0.000
City Operations	Street Scene - garage income pressure	1.100				(1.100)	0.000
City Operations	Street Scene - trade waste income pressure	1.000				(1.000)	0.000
City Operations	Street Scene - additional Waste Fleet cleansing	1.400				(1.400)	0.000
City Housing	Housing Options	5.400					5.400
City Housing	Private Sector Landlord Contract	1.200				(1.200)	0.000
Adult Social Care	Potential Income shortfall	5.200		(5.200)			0.000
Adult Social Care	Packages of Care	2.231			(2.100)	(1.900)	(1.769)
Council Management	Additional costs of Oracle implementation	1.723					1.723
Council Management	Digital Mail	0.130					0.130
Corporate	Postpone contribution to Cyclical Maintenance Reserve					(0.590)	(0.590)
Corporate	Forecast costs of Pay Award above budget	14.000		(14.000)			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	Use of Covid Reserve-not against specific lines	0.000		(2.500)			(2.500)
Total		106.631	(5.700)	(47.800)	(2.100)	(8.690)	42.341

1.10 Due to the extraordinary economic shocks this year, the Council considers it reasonable to use £35.1m of the Financial Resilience Reserve (FRR) as set out in paragraph 1.17.

1.11 Further details of risks and mitigations are provided in sections 2 and 3 of the report, and in Annexes 1 and 2.

Spend Controls

1.12 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. This section of the report highlights an update on each area with a note that a more detailed update will follow as part of our Month 8 financial monitoring report (to the end of November 2022).

a. Workforce

1.13 In summary, the workforce spend controls focus on vacancy management and reducing the use of consultants, interims and agency workers wherever possible. To date £2.1m is reflected from underspending against budgeted establishment.

b. Procurement

1.14 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

- 1.15 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. We are also reviewing the property cyclical repairs reserves of £8.2m to determine how much 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.
- 1.16 Table 2 summarises the savings identified so far through spend controls notwithstanding the actions ongoing referred to above.

Table 2: Detail of savings identified through spend controls

Directorate	Saving	Spend Controls (£m)
Adult Social Care	Employee Savings-Community & Social Work Operations	1.200
Adult Social Care	Employee Savings-Commissioning	0.600
Adult Social Care	Non-essential spend controls across the Directorate	0.300
Total		2.100

- 1.17 Table 3 summarises the uses of reserves to mitigate potential risks. Please note that the £35.1m potential use of Financial Resilience Reserve (FRR) can be seen in column E of Table 6 in paragraph 6.1.

Table 3 Use of Reserves to mitigate risks

Directorate	Risks	Use of FRR (£m)	Use of Covid Reserve (£m)	Use of Other Reserves (£m)	Total (£m)
Children & Families	Special Educational Needs Assessment and Review Service (SENAR)			(4.900)	(4.900)
Council Management	Bad Debt Provision/Client Contributions	(5.200)			(5.200)
Corporate	Forecast costs of Pay Award above budget	(14.000)			(14.000)
Corporate	Forecast costs of energy for Corporate Estate above budget	(10.900)			(10.900)
Corporate	Cost of Living Emergency	(5.000)			(5.000)
Corporate	Use of Covid Reserve		(7.800)		(7.800)
Total		(35.100)	(7.800)	(4.900)	(47.800)

- 1.18 It should be noted that our current planning assumption in the MTFP refresh is that the FRR will be required to fund inflationary costs of the Pay Award and Energy costs in 2023/24 as well as in 2022/23.

2 Potential Risks

- 2.1 Below are details of potential risks where they have changed since Quarter 2 (Month 6). Details of all risks are shown in Annex A to this report.

Council Management – increase in risk £0.1m

- 2.2 **Customer Services (forecast risk of overspend £0.1m against a budget of £20.8m)**

This variance relates to Digital Mail and is caused by an 18% inflationary increase in postage costs from November 2022. The full year impact of this is forecasted to be circa £0.3m in 2023/24.

Adult Social Care –increase in risk before mitigations £0.7m

- 2.3 **Packages of Care - (forecast risk of overspend £7.4m against a budget of £231.5m)** – The Directorate is reporting a forecast overspend of £7.4m at month 7. 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 risk of £5.2m relating to in year income shortfall. There is also a £2.2m demand pressure relating to packages of care if current trends continue.
- 2.4 It is planned to use up to £5.2m of the FRR to fund the risk of £5.2m income shortfall mentioned above if it crystallises at year end. Work is continuing to minimise the call on this reserve.
- 2.5 Other mitigations to the Adults Social Care risks are set out in paragraphs 3.2 to 3.5.

3 Potential Opportunities

- 3.1 Below are details of potential opportunities where they have changed since Quarter 2 (Month 6). Details of all risks are shown in Annex B to this report.

Adult Social Care – reduction in mitigations of £2.8m

- 3.2 **Community & Social Work Operations – £0.7m Forecast Mitigation** - In Community and Social Work Operations there is an overall forecast underspend of £2.7m. This consists of £3.2m underspend on staffing and a small overspend in all non-staffing related areas such as supplies and services of £0.5m. 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 6 is linked to an additional 60 new workers who will be starting in the coming months. £1.4m of the Omicron grant money has been used to provide a retention payment to Social Workers. 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 paragraph 4.5.

- 3.3 **Quality & Improvement – £1.4m Forecast mitigation** – This reflects the use of the Omicron Grant reserve as referred to above. This is an anticipated unbudgeted reserve appropriation and costs relating to this will be incurred and is included within the Community & Social Work Operations Division to support retention payments to Social Workers.
- 3.4 **Commissioning – £1.6m Forecast mitigation** - 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.
- 3.5 **Director – £0.3m Forecast mitigation** – Non-essential spend controls across the Directorate have resulted in an underspend against the Director of £0.3m at Month 7. This is a movement of £0.3m from Month 6 and reflects reductions in expenditure across the Directorate against discretionary budgets.

Corporate - forecast new mitigations of £5.8m

- 3.6 £35.1m of the FRR is planned to be used to mitigate the effects of the extraordinary economic shocks this financial year. This is an increase of **£5.2m**, as set out in paragraph 2.4.
- 3.7 As set out in paragraph 1.14, it is planned to postpone the budgeted contribution of **£0.6m** to the general cyclical maintenance reserve in 2022/23.

4 Savings / Income Targets

- 4.1 Like previous financial years the Financial Plan for 2022/23 includes budgeted savings, these total £40.8m. There are also previously undelivered savings of £2.1m that are being monitored.
- 4.2 The individual forecasts for each underlying savings / income target have been RAG rated and are summarised in Table 4 below.

Table 4: Savings Risks 2022/23

Risk Profile	month 6 (£m)	Month 7 (£m)	% of target
Delivered	5.036	10.439	24%
Low Risk	14.573	11.320	26%
Medium Risk	8.222	8.072	19%
High Risk	15.034	13.034	30%
Total	42.865	42.865	100%

- 4.3 At this stage in the financial year, this risk profile is as expected and reflects the known challenges in delivering these targets.
- 4.4 Table 4 shows that of the £42.9m savings / income to be delivered in 2022/23, £13.0m 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.
- 4.5 There is a reduction of £2.0m in the savings rated as high risk since Month 6, as the Workforce savings are being delivered through staffing underspends identified by Adult Social Care. This is on a one-off basis only for 2022/23.
- 4.6 There are also improvements of £3.4m since Month 6 due to various savings related to Place, Property & Sustainability Commercial Property savings (£2.3m) City Operations Business as Usual initiatives (£0.5m) and Corporate Finance savings (£0.6m) that were classed as low risk have now been delivered. Also, £0.2m of savings have improved from medium to low risk, mainly Council Management Business as Usual initiatives.
- 4.7 The main theme that results in savings targets being scored as high risk is the delivery of transformation dispersed savings from corporate initiatives including: Automation / Debt Recovery / Corporate Landlord / Customer Services / Procurement Savings.
- 4.8 Some of these corporate initiatives need more time to be fully completed and will therefore require the use of the Budget Smoothing Reserve in 2022/23. Of the other corporate initiatives, we will look to allocate the savings to Directorates by Month 8.
- 4.9 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.

5 Capital

- 5.1 As at Month 7 the 2022/23 capital spend is currently projected to be £676.5m, against a revised budget of £723.4m. This is the same position reported at Month 6.
- 5.2 Movements between the original budget for 2022/23 and the current budget and forecast outturn have been detailed in previous reports.
- 5.3 During Month 7 and Month 8 work is being undertaken with Directorates and project managers to explore opportunities to reprofile or review capital projects. This will inform the 2022/23 projection as well as future year.

Risks and Issues:

- 5.4 Delivery of the Capital Programme is being closely monitored over the year. There remain risks to delivery, particularly relating to cost pressures and material shortages for construction projects. Project Managers are constantly keeping these under review and appropriate actions taken to mitigate the impacts.

Capital Receipts:

- 5.5 The 2022/23 budgeted target of capital receipts is £69.3m. At present £13.0m of receipts have been achieved, £5.9m against the General Disposal Programme and £7.1m against the Commercial Portfolio that will be reinvested in the Commercial Portfolio. There are identified disposals at various stages of the disposal process for the remainder of the target. It should be noted that the disposals programme is back-end loaded meaning that majority of receipts are due to be received towards the end of the 2022/23 financial year and relate to a small number of high value cases.
- 5.6 Table 5 below sets out the position at Month 7 2022/23:

Table 5 – Disposals Programme 2022/23

Capital Receipts & Disposals Programme 2022/23	
	2022/23 £m
Budget	69.3
Achieved at Month 7	13.0
Further Anticipated Receipts	56.3

6 Reserves

- 6.1 Table 6 below shows the forecast reserves position at the end of 2022/23. Further details will be provided in quarterly reports.

Table 6 Forecast uses of and contributions to reserves

	A	B	C	D	E	F	G
	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	Total Forecast (Use) /Contribution	Forecast Outturn Balance at 31st March 2023
Reserves	£m	£m	£m	£m	£m	£m	£m
Corporate General Fund Balance	38.382	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)	(21.221)	44.975
Financial Resilience Reserve Gross	146.962	(29.956)	(1.300)	0.000	(35.100)	(66.356)	80.606
Net Borrowing from Financial Resilience Reserve	(21.480)	(0.912)	0.000	0.000	0.000	(0.912)	(22.392)
Financial Resilience Reserve Net	125.482	(30.868)	(1.300)	0.000	(35.100)	(67.268)	58.214
General Reserves and Balances	230.060	(45.986)	(4.900)	0.000	(37.603)	(88.489)	141.571
Other Corporate Reserves	322.891	(212.965)	(1.000)	30.062	(6.308)	(190.211)	132.680
Grant	340.642	(23.727)	0.000	0.000	(16.403)	(40.130)	300.513
Earmarked	82.053	(0.498)	0.000	0.000	(5.015)	(5.513)	76.541
Schools	79.888	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	15.989
Subtotal Other Reserves	841.464	(237.190)	(1.000)	30.062	(27.726)	(235.854)	605.610
Grand total	1071.524	(283.176)	(5.900)	30.062	(65.329)	(324.343)	747.181

7 Housing Revenue Account (HRA)

7.1 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.

7.2 Overall, the HRA spend is forecast to remain within budget this year.

8 Dedicated Schools Grant (DSG)

8.1 We continue to assume the DSG will break even.

9 Borrowing

9.1 Gross loan debt is currently £3,276m, with the year-end projection estimated to be £3,292m, below the planned level of £3,452m. The annual cost of servicing debt represents approximately 29.6% 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.

List of Annexes

- 1. Details of potential risks**
- 2. Details of Potential Opportunities**

Annex 1 Detail of Potential Risks

- 1.1 Below are details of the potential risks that have been identified by each of the operational divisions of the Council.

Children and Families-Forecast forecast risk of overspend £44.8m before mitigations, £39.9m after mitigations

- 1.2 **Special Educational Needs Assessment and Review Service (SENAR)-forecast risk of overspend £4.9m against a budget of £10.0m.**

In February 2021, a restructure of the service was initiated, and all permanent staff placed under a S188 notice. The Ofsted inspection in May 2021 reported that the SENAR service was extremely under resourced and unable to meet its statutory responsibilities. Due to the Ofsted inspection and resulting commissioner appointment, this restructure was paused pending further investigation and baselining of what the service requires to fulfil its statutory responsibilities.

There has been additional investment secured for the SENAR service to address the concerns of under resourcing. For 2021/22 that resulted in additional funding of £5.1m, and for 2022/23 £5.3m. As the funding has currently been allocated for two years only (to fund the required staffing levels whilst the baselining exercise is undertaken), it does not allow for permanent recruitment. At present there are significant numbers of interim staff in the service, and whilst this has resulted in an increase in compliance against the statutory measures, it does incur higher costs versus permanent posts.

The requested £5.1m and £5.3m were based on the activity/backlogs of statutory tasks identified at that point, however further investigations have resulted in additional statutory work requiring more Case Officers to be appointed and an increase in appeals requiring more Tribunal Officers to be appointed.

Financial modelling of staffing costs suggests a pressure of £4.9m. This forecast overspend of £4.9m will be managed from a combination of earmarked reserves held by the Directorate and amounts of policy contingency reserves already allocated to the Directorate for other purposes.

The service has been reviewed and extensive resource planning undertaken to ensure accurate requirements for the sustainable structure are known. These findings will be presented to Cabinet in November 2022.

- 1.3 **Children & Young People Travel Service, formerly Home to School Transport (H2ST). Forecast risk of overspend £16.0m against a budget of £40.5m. Please note that the value of the risk reported is considered likely to increase at Month 8.**

£16.0m risk broken down as follows:

- **£10.9m transport costs and £5.1m guides**

Service delivery was successful in September 2022, resulting in an improved service and satisfaction. The new academic year saw 99.9% of our routes operating daily.

Additional budget has been allocated to the service for 2022/23 due to significant financial pressures incurred in financial year 2021/22. However, it should be noted as per a Cabinet decision on the 7th June 2022, a significant proportion of this additional budget has been reallocated to transformation (£16.8m was originally allocated of which £6.6m was reallocated to transformation, with £10.2m remaining in the Business As Usual budget).

Reasons for the increase in spend within this service area are as follows:

- The growth in the number of children with Education, Health, and Care Plan (EHCPs) is an important factor in increasing demand for SEND transport. The number of EHCPs provided in Birmingham on an annual basis jumped from 802 in 2020 to 1230 in 2021.
- The increasing complexity of the needs of children with SEND is also a factor contributing to growing expenditure on SEND transport. Increasing numbers of children with complex medical needs or profound and multiple disabilities create a demand for more costly forms of transport. At the same time, increasing numbers of children presenting with extremely challenging behaviour have led to greater use of individual taxi journeys for this cohort.
- Another factor affecting all local authorities, not just Birmingham City Council is the fact that an increasing percentage of children with EHCPs are being educated in special schools and when local special schools become full, the 'nearest suitable school' is further afield and therefore more costly in transport terms.
- Market Pressures such as driver wages and increased fuel costs are also contributing to increased spend.

Future actions to be taken by the service to address cost pressures include:

- Reviewing eligibility criteria, in consultation with parents, carers and young people
- Focussed actions within the improvement programme that help to mitigate cost pressures for SEND transport
- Improved Contract & Relationship Management
- Route Optimisation – such as reviewing single occupancy routes and a focused review of high-cost routes
- Demand Management – including the creation of a Pathway to Independence Travel Training Programme to support our children and young people to travel more independently
- Implementing a permanent staffing structure.

- 1.4 **Birmingham Children's Trust (BCT) forecast risk of overspend £23.9m against a budget of £211.5m.** BCT is a commissioned service. The Trust's financial position shows a pressure because of rising placement costs. The latest forecast is an overspend of £23.9m. The Trust has been able to report by

exception on placement costs which highlights that the two areas of significant pressure relate to external residential placements and supported accommodation costs.

Budget pressures have resulted from the following:

- Demand - an increase in the care population in line with forecasts of 3.7% with a cost impact to date of £3.6m; and
- Demand, complexity of need and market failure - a “baked in” pressure of £8.5m carried forward from 2021/22 resulting from placement costs, the full year effect of which is circa £18m. This includes:
 - an increase in the number children with complex needs from 27 to 77 children with high-cost placements of £11.0m; and
 - market factors resulting from a combination of inflationary pressures and a lack of placement capacity £7.4m.

City Operations - forecast risk of overspend £16.0m before mitigations, balanced after known mitigations

1.5 Highways & Infrastructure (forecast risk of overspend £10.0m against a budget of £54.8m)

The Pressure of £5.7m on street lighting electricity following significant cost increases and projected shortfall of £4.3m on Parking income. 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. Potential expenditure mitigations still need to be investigated. A review of the parking offer is underway and will inform a longer-term strategy.

1.6 Neighbourhoods (forecast risk of overspend £1.0m against a budget of £21.9m)

Pressures remain in the Leisure Service as external leisure providers continue their recovery to pre-covid levels, estimated to be achieved in the second half of the year. This results in risk of not receiving the full management fee due and requests from the providers for additional support pre recovery. Estimates potentially in the region of £1.0m. A strategy is being developed considering the in-year position and longer-term implications.

1.7 Street Scene (forecast risk of overspend £5.0m against a budget of £92.34m)

Expected income pressures within the Garage and Trade Waste due to same customer base as in 2021/22 where outturn overspends were £1.1m and £1.0m respectively. Additional Waste Fleet cleansing is due to cease at the end of September, however, has resulted in unfunded cost in the region of £1.4m. And with significant increases in the cost of fuel there is projected cost pressure in the region of £1.5m.

1.8 Mitigations to the Street Scene risks are set out in Annex 2 paragraph 1.4.

City Housing – forecast risk of overspend £6.6m before mitigations, £5.4m after known mitigations

1.9 Housing Options (forecast risk of overspend £5.4m against a budget of £15.7m)

There are two material pressures in the Housing Options Service in 2022/23. The growth in demand for Temporary Accommodation (TA) has far exceeded the reductions made through the Housing Options prevention and supply initiatives. Currently there is 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 budget for TA 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 modelled at £5.4m before any mitigations which the service are currently investigating.

1.10 Private Sector Landlord (forecast risk of overspend £1.2m against budget of £15.7m)

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.

1.11 Mitigations to the City Housing risks are set out in Annex 2 paragraph 1.5.

Council Management – forecast risk of overspend £1.9m

1.12 ITDS (forecast risk of overspend £0.8m against a budget of £34.7m)

This variance is as a result of additional Oracle costs to ensure the system is fully functional. This includes overspend on; the Enterprise Resource Planning (ERP) Roadmap £0.5m, ERP functional support £0.2m and other embedding costs £0.1m.

1.13 Procurement (projected year end £0.1m overspend)

This one-off variance is caused by the extension till the end of the financial year of an interim to backfill a member of the Procurement team working on embedding Oracle into Procurement.

1.14 Finance (forecast risk of overspend £0.3m against a credit budget of £7.0m)

This variance is caused by additional staff required in Finance to oversee all feeder files that are entered into Oracle, as well as undertake the manual processes surrounding BACs, cheques and direct debits that previously were automated in SAP.

1.15 Human Resources (forecast risk of overspend £0.5m against a budget of £10.2m)

This variance is caused by one off resource needed to help imbed Oracle HR processes £0.4m and Oracle experts needed to fix certain HR processes in the system £0.1m.

1.16 Customer Services (forecast risk of overspend £0.1m against a budget of £20.8m)

This variance relates to Digital Mail, and is caused by an 18% inflationary increase in postage costs from November 2022. The full year impact of this is forecasted to be circa £0.3m in 2023/24.

Adult Social Care – forecast risk of overspend £7.4m before mitigations, £3.8m underspend after known mitigations.

1.17 Packages of Care - (forecast risk of overspend £7.4m against a budget of £231.5m) – The Directorate is reporting a forecast overspend of £7.4m at month 7. 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 risk of £5.2m relating to in year income shortfall. There is also a £2.2m demand pressure relating to packages of care if current trends continue and this is an increase of £0.7m from Month 6.

1.18 It is planned to use up to £5.2m of the FRR to fund the risk of £5.2m mentioned above if it crystallises at year end. Work is continuing to minimise the call on this reserve.

1.19 Other mitigations to the Adults Social Care risks are set out in Annex 2 paragraphs 1.6 to 1.9.

Other Directorate risks that are not included in the forecast

Place, Prosperity and Sustainability

1.20 Property Services have acquired four new Public Works Loan Board (PWLB) compliant properties in 2022/23 and are on course to achieve this year's rental acquisition saving target. However, delays in raising the first two quarters rent and service charge invoices due to Manhattan system interface difficulties, means that an accurate year-end projection cannot be determined. Furthermore, the arrears position remains uncertain following the two-year moratorium on rent collection as a result of Covid, and delays in raising invoices and posting income this year, which will impact on the level of bad debt provision required. These risks will need to be managed within the Directorate.

Corporate issues – forecast risk of overspend £29.9m before mitigations, balanced after mitigations

- 1.21 **The Pay Award (forecast risk of overspend £14.0m).** The 2022/23 budget included a 2.5% increase for pay. It is estimated that the pay award of £1,925 per full time employee that has now been agreed will cost the Council general fund in the region of £14m more than the budgeted provision. This will be funded from the Financial Resilience Reserve (FRR).
- 1.22 **Corporate Estate Gas and Electricity cost (forecast risk of overspend £10.9m).** The 2022/23 budget was set before the final prices for gas and electricity were set. These are now fixed for the year. Due to the very high increases in costs, there is a forecast pressure on gas and electricity costs for the corporate estates of £10.9m. This is also planned to be funded from the FRR.
- 1.23 **Cost of Living Emergency (priority spend £5.0m)** Cabinet in October approved £5.0m funding to support local people during the crisis, to be funded from the FRR.

Other corporate risks that are not included in the forecast

- 1.24 There are a number of savings that were listed as corporate savings in the MTFP that have not yet been distributed to Directorates. Work is ongoing to analyse the distribution of these savings and allocated them to Directorates. Until this is done, there continues to be a risk of non-delivery in year and a possible need to use the budget smoothing reserve.
- 1.25 There are risks of an economic downturn which could affect Business Rates income. There are risks that Collection Fund Income could also be affected if collection rates are less than budgeted or if growth in Council Tax Taxbase is less than anticipated.
- 1.26 There is always a risk that the Council could suffer a cyber attack. Investment and resources put into dealing with the cyber threat, but the threat remains, and other Councils have suffered financial impacts.
- 1.27 There is a risk that short-term and long-term interest rates rise above budgeted forecast, although the Council had taken a cautious view over the medium term and will continue to keep a close review of interest rates as the year progresses.
- 1.28 As always there remains a risk of industrial disputes effecting the work force of the City Council and communications channels are in place to have an open dialogue with unions to minimise this risk wherever possible.
- 1.29 There are risks that the cost of living crisis will increase demands from residents for council services, leading to increased costs. However, the Council is using £5.0m of the FRR to tackle this issue.
- 1.30 The Council is facing challenges in recruitment and retention in a number of services. Work is under way to find solutions and we have recently launched some high profile recruitment campaigns which is hoped will make the City Council an attractive employer.

- 1.31 There is a risk that the Council is not able to fully meet the target of capitalising £20m of transformation costs through use of Flexible Use of Capital Receipts. This will be kept under close review.
- 1.32 There is a risk that there could be another serious outbreak of Covid-19 resulting in a national or local lockdown, or that another pandemic could materialise. While these risks are not wholly within the control of the council we must continue to plan and manage the delivery of services in an efficient and effective manner.

Annex 2 Detail of Potential Opportunities

- 1.1 Whilst we have a number of financial risks there are also opportunities to offset these risks which must continue to be maximised. It must be recognised that while there are significant balances in both the Financial Resilience Reserve (FRR) and General Fund Balance, these are one off funding sources and use of them should be the last resort once all other mitigations have been exhausted.
- 1.2 Below are details of the potential mitigations that have been identified by each of the operational divisions of the Council.

Children and Families – forecast mitigations of £4.9m

- 1.3 The Directorate has identified £4.9m of reserves that can be used to fund the SENAR pressures in 2022/23.

Street Scene – forecast mitigations of £5.0m

- 1.4 If the Tyesley plant continues to operate efficiently as it did last year and additional income is received from its electricity generation, combined with an underspend of £2.0m on borrowing costs from delayed fleet purchase, the Street Scene service may breakeven.

City Housing – forecast mitigations of £1.2m

- 1.5 There are a number of initiatives the service are exploring to mitigate the City Housing pressures in 2022/23. The Street Purchases Programme is a £60m capital project to increase the number of properties available to meet demand. As there is a lead in time to get these properties fully operational the full impact will not be seen until the later part of this financial year. 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. Other mitigations involve delays in recruitment resulting in a staffing underspend.

Adult Social Care – forecast mitigations of £4.0m

- 1.6 **Community & Social Work Operations – £0.7m Forecast Mitigation** - In Community and Social Work Operations there is an overall forecast underspend of £2.7m. This consists of £3.2m underspend on staffing and a small overspend in all non-staffing related areas such as supplies and services of £0.5m. 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 6 is linked to an additional 60 new workers who will be starting in the coming months. £1.4m of the Omicron grant money has been used to provide a retention payment to Social Workers. 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 paragraph 4.5.

- 1.7 **Quality & Improvement – £1.4m Forecast mitigation** – This reflects the use of the Omicron Grant reserve as referred to above. This is an anticipated unbudgeted reserve appropriation and costs relating to this will be incurred and is included within the Community & Social Work Operations Division to support retention payments to Social Workers.
- 1.8 **Commissioning – £1.6m Forecast mitigation** - 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.
- 1.9 **Director – £0.3m Forecast mitigation** – Non-essential spend controls across the Directorate have resulted in an underspend against the Director of £0.3m at Month 7. This is a movement of £0.3m from Month 6 and reflects reductions in expenditure across the Directorate against discretionary budgets.

Corporate forecast mitigations of £49.2m

- 1.10 As set out in Annex 1 paragraphs 1.18 and 1.21 to 1.23, **£35.1m** of the FRR is planned to be used.
- 1.11 It is planned to use **£7.8m** of Covid Reserves to cover on-going effects of the pandemic, particularly shortfalls in car parking income and leisure management fees.
- 1.12 It is planned to use **£5.7m** of Policy Contingency that was set aside for energy inflation to cover the additional costs of street lighting electricity.
- 1.13 As set out in paragraph 1.14 of this report, it is planned to postpone the budgeted contribution of £0.6m to the general cyclical maintenance reserve in 2022/23.

Birmingham City Council

Resources Overview and Scrutiny Committee

Date: 22 December 2022



Subject: KEY DECISION PLANNED PROCUREMENT ACTIVITIES (JANUARY 2023 – MARCH 2023) AND QUARTERLY CONTRACT AWARDS (JULY – SEPTEMBER 2022)

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 January 2023 – March 2023 which are key decisions and all contract award decisions made under Chief Officer's delegation during the previous quarter. Planned procurement activities reported previously are not repeated in this report.
- 1.2 Informs Cabinet of the contract award decisions made under Chief Officers delegation during the period July 2022 – September 2022.

2 Recommendations

- 2.1 To note the reports and any findings from Cabinet.
- 2.2 Notes the contract award decisions made under Chief Officers delegation during the period July 2022 – September 2022 as detailed in Appendix 4.

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: 13th December 2022



Subject: KEY DECISION PLANNED PROCUREMENT ACTIVITIES (JANUARY 2023 – MARCH 2023) AND QUARTERLY CONTRACT AWARDS (JULY – SEPTEMBER 2022)

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

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: 010729/2022		
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 January 2023 – March 2023 which are key decisions and all contract award decisions made under Chief Officer's delegation during the previous quarter. Planned procurement activities reported previously are not repeated in this report

- 1.2 The report enables Cabinet to identify whether any reports for procurement activities should be brought to this meeting for specific executive decision, otherwise they will be dealt with under Chief Officer delegations up to the value of £10m, unless TUPE applies to current Council staff.
- 1.3 Appendix 4 informs Cabinet of the contract award decisions made under Chief Officers delegation during the period July 2022 – September 2022.

2 Recommendations

- 2.1 To approve the planned procurement activities as set out in Appendix 1 and approve Chief Officer delegations, set out in the Constitution, for the subsequent decisions around procurement strategy.
- 2.2 Notes the contract award decisions made under Chief Officers delegation during the period July 2022 – September 2022 as detailed in Appendix 4.

3 Background

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

sought from Cabinet. Procurements above £10m contract value will still require an individual report to Cabinet in order for the award decision to be delegated to Chief Officers if appropriate.

- 3.8 A briefing note with details for each item to be procured is listed in Appendix 2. The financial information for each item is detailed in Appendix 3 – Exempt Information.

4 Options considered and Recommended Proposal

- 4.1 The options considered are:

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

5 Consultation / Engagement

- 5.1 This report to Cabinet is copied to Cabinet 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 January 2023 – March 2023
 - 2. Appendix 2 – Background Briefing Paper
 - 3. Appendix 3 – Exempt Information
 - 4. Appendix 4 – Quarterly Awards Schedule (July 2022 – September 2022)

APPENDIX 1 – PLANNED PROCUREMENT ACTIVITIES (JANUARY 2023 – MARCH 2023)

No.	Type of Report	Title of Procurement	Ref	Brief Description	Contract Duration	Directorate	Portfolio Finance and Resources Plus	Finance Officer	Contact Name	Planned CO Decision Date
1	Strategy / Award	Grounds Maintenance Equipment	P1097	The supply and delivery of a range of grounds maintenance equipment (strimmers, hedge cutters, blowers, rotary mowers).	3 years with 1 year option to extend	City Operations	Environment	Carl Tomlinson	Gary McManus / Adele Rawlins	20/01/2023
2	Approval to Tender Strategy	Household Removals	P0174	For the provision of Removal Services of household goods from one building or dwelling to another. The Removal Services will include Storage Services which comprises of the removal and retrieval of household goods to and from storage facilities (option for short term (six months) storage. This is a complimentary service which is included in the re-housing of tenants. The Provider will be expected to supply boxes and packing of household items including protective covers.	4 years with 1 year option to extend	City Housing	Housing	Andrew Healey	Justin Brennan / Jose Vitoria	01/03/2023
3	Strategy / Award	Development of Housing at Stockfield Road	P0921	The requirement is for a residential development of 8 units for rent, using Birmingham Municipal Housing Trust standard house types on one site located at Stockfield Road, Acocks Green.	1 year, 6 months	Place, Prosperity & Sustainability	Housing	Azhar Rafiq	Emma Bradley / Charlie Short	27/03/2022
4	Strategy / Award	Design Services for the Alexander Stadium Legacy Works		To support the reinstatement of the Alexander Stadium site to operate as a functional community and events facility to support the legacy from the Commonwealth Games 2022, there is a requirement for design services to support the works.	2 years	City Operations	Leader	Guy Olivant	Dave Wagg / Charlie Short	20/01/2023
5	Strategy / Award	Infrastructure Works in Perry Barr		The requirement is for infrastructure works in the Perry Barr area as follows: •Road widening to support the new school in Perry Barr that was constructed by the Department for Education to be completed before the school opens for the autumn term in 2023 •Public realm, footway and cycle way upgrades on Aldridge Road in the vicinity of the Perry Barr Regeneration Scheme (PBRs) •New cycle way joining the PBRs to the Tame Valley canal cycle route	2 years	Planning, Transport & Sustainability	Transport	Guy Olivant	Claire Steiner / Charlie Short	20/01/2023
6	Strategy / Award	Development of Housing in Druids Heath		The requirement is for a residential development for social rent, using Birmingham Municipal Housing Trust standard house types approved by Cabinet as part of the Driving Housing Growth, Land Appropriations Report 2019 (4) on 26th March 2019 on three sites in Druids Heath: •20 units at Bells Lane •18 units at Sherston Covert •12 units at Brockworth Road	11 months	Place, Prosperity & Sustainability	Housing	Azhar Rafiq	Simon Felton / Charlie Short	10/04/2023
7	Approval to Tender Strategy	Concrete Liners for Burials	P0851	There is a requirement for Bereavement Services to supply and install concrete liners for burials which are utilised by mainly the Muslim community for burials. There has been a significant increase in usage recently and it is estimated that around 500 concrete liners per annum will need to be installed.	4 years	City Operations	Social Justice, Community Safety and Equalities	Carl Tomlinson	Bev Nash / Raja Chowdhury	01/03/2023

APPENDIX 2

BRIEFING NOTE ON PLANNED PROCUREMENT ACTIVITIES **CABINET – 13th December 2022**

Title of Contract	Grounds Maintenance Equipment
Contact Officers	Director / Assistant Director: Darren Share, Assistant Director Street Scene Client Officer: Gary McManus Procurement Officer: Adele Rawlins, Sub Category Officer
Briefly describe the service required	The supply and delivery of a range of grounds maintenance equipment (strimmers, hedge cutters, blowers, rotary mowers).
What is the proposed procurement route?	Further competition using YPO Grounds Maintenance Equipment Framework Agreement no. 969.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	There are currently 2 separate contracts which both expire in February 2023.
Will any savings be generated?	No cashable savings will be generated by this project, however there may be administrative efficiencies from having a single contract.
Has the In-House Preferred Test been carried out?	The Grounds Maintenance service has been provided in-house since April 2019. The equipment required to support this cannot be provided in-house.
How will this service assist with the Council's commitments to Route to Zero?	The further competition will include social value element which includes commitments to reduce carbon footprint. The green spaces maintained by the Grounds Maintenance Service help reduce CO2.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	The Grounds Maintenance service contributes to the advancement of a green and sustainable city providing parks, open spaces and services that are accessible to all. The further competition will include social value in the evaluation criteria, such as diversity statistics provision and requirement to commit to a project from Match My Project.
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 powers for the provision of parks and leisure facilities are contained in the Public Health Acts 1875 and 1890, the Public Health Acts Amendments Act 1890, the Public Health Act 1925 and Section 19, Local Government (Miscellaneous Provisions) Act 1976. The powers for the maintenance of the public highway are contained within the Highways Act 1980. The grounds maintenance service also supports the following Council Priorities: <ul style="list-style-type: none"> • Birmingham is a great, clean, and green city to live in. • Birmingham is a city that takes a leading role in tackling climate change.
What budget is the funding from for this service?	This is funded from the existing Birmingham Parks Operations revenue budget.
Proposed start date and duration of the new contract	The proposed start date is February 2023 for a period of 3 years with the option to extend for a further 1 year subject to satisfactory performance.

Title of Contract	Household Removals (P1074)
Contact Officers	Director / Assistant Director: Paul Kitson, Strategic Director, Place, Prosperity & Sustainability Client Officer: Justin Brennan (Housing Development Manager) and Noreen Khadim (Principal Housing Development Officer) Procurement Officer: Jose Vitoria (Assistant Sub Category Manager)
Briefly describe the service required	For the provision of Removal Services of household goods from one building or dwelling to another. The Removal Services will include Storage Services which comprises the removal and retrieval of household goods to and from storage facilities (option for short term (six months) storage. This is a complimentary service which is included in the re-housing of tenants. The Provider will be expected to supply boxes and packing of household items including protective covers.
What is the proposed procurement route?	An open procurement process will be advertised in Find a Tender, Contracts Finder and www.finditinbirmingham.com
What are the existing arrangements? Is there an existing contract? If so when does that expire?	There is not a current contract in place. The existing contract expired in September 2021 and has not been reproced in time. However, the provider has continued to deliver the services at an ad hoc basis.
Will any savings be generated?	There are no cashable savings derived from the award of this contract. During the past couple of years, the industry of household removals has suffered from the impact of Brexit, where companies have seen themselves forced to increase their salaries in order to retain staff and most recently the impact of the increase in inflation including energy and fuel price increases. Due to these factors, it would be extremely difficult to achieve any monetary savings with the award of this contract.
Has the In-House Preferred Test been carried out?	Yes, and the test demonstrated this is not suitable to be carried out in-house as there is not the resources within the Council to provide this service.
How will this service assist with the Council's commitments to Route to Zero?	<p>The tender will include a requirement for the provider to optimise routes and aggregate moves where possible to reduce the carbon footprint of this service.</p> <p>Weighted criteria will be included in tender documentation and be evaluated to encourage tenderers that provide a removal service:</p> <ul style="list-style-type: none"> • Low carbon vehicles (non- diesel) • Use of electric vehicles
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	The contract resulting from this procurement, once it has been commissioned will be providing their services to support the Temporary Accommodation Team, Housing Team and Wise Moves Team which in turn support vulnerable households who are potentially at risk of becoming homeless.
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 Removal Services. However, the service is required by Wisemove whom provide a service providing furnished accommodation on a short to medium term basis to vulnerable groups.
What budget is the funding from for this service?	<p>This is funded from the Housing Revenue budget.</p> <ul style="list-style-type: none"> • Wisemove • Clearance
Proposed start date and duration of the new contract	The proposed start date is 1st April 2023 for a period of 4 years (plus an additional 1-year extension, subject to services being required and acceptable performance of the Provider).

Title of Contract	Development of Housing at Stockfield Road
Contact Officers	Director / Assistant Director: Paul Kitson, Strategic Director, Place, Prosperity & Sustainability Client Officer: Emma Bradley, Principal Housing Development Officer Procurement Officer: Charlie Short, Procurement Manager
Briefly describe the service required	The requirement is for a residential development of 8 units for rent, using Birmingham Municipal Housing Trust standard house types on one site located at Stockfield Road, Acocks Green approved by Cabinet as part of the Driving Housing Growth, Land Appropriations Report 2019 (4) on 26 th March 2019.
What is the proposed procurement route?	A call off using the Dudley Council's Housing Development & Regeneration Framework Agreement in accordance with its protocol or another compliant public sector 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 construction 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 house types to be constructed are to Birmingham Municipal Housing Trust's Birmingham design and will include air source heat pumps, thicker insulated walls, triple glazing, electric car charging points, water meters, etc. to support the Council's Route to Zero strategy.
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, the proposed site supports the delivery of the core objectives of the Birmingham Development Plan (BDP) 2031 which was adopted by the Council on 10 January 2017 to increase housing growth.
What budget is the funding from for this service?	The scheme is funded from the Housing Revenue Account (Capital) budget.
Proposed start date and duration of the new contract	The proposed start date is September 2023 for a construction period of 1 year, 6 months.

Title of Contract	Design Services for the Alexander Stadium Legacy Works
Contact Officers	Director: Rob James – Strategic Director of City Operations Client Officer: Dave Wagg, Head of Sport and Physical Activity Procurement Officer: Charlie Short, Sub-Category Manager
Briefly describe the service required	To support the reinstatement of the Alexander Stadium site to operate as a functional community and events facility to support the legacy from the Commonwealth Games 2022, as approved in the Full Business Case to Cabinet dated 11 th October 2022, there is a requirement for design services for the works.
What is the proposed procurement route?	A direct award to Ove Arup & Partners Ltd using the NHS Shared Business Services Construction Professional Services Framework Agreement in accordance with its protocol.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	This is a one-off requirement.
Will any savings be generated?	No cashable savings will be directly generated by this contract, although the overall proposals for the Stadium as set out in the FBC approved in October 2022 demonstrate a reduction in the ongoing costs associated with the facility.
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.
How will this service assist with the Council's commitments to Route to Zero?	The specification will require the bidders to deliver the service in way that reduces or eliminates their carbon footprint.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	The designs for the works will support the Alexander Stadium in legacy mode to provide benefit to all sections of the local diverse communities in the area who may use the facilities.
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 for this service. However, it will support the reinstatement work for one of the Council's major assets to build up the legacy from hosting the Commonwealth Games 2022.
What budget is the funding from for this service?	The service will be funded from the approved Alexander Stadium budget.
Proposed start date and duration of the new contract	The proposed start date is February 2023 for a period of up to 2 years.

Title of Contract	Infrastructure Works in Perry Barr
Contact Officers	Director / Assistant Director: Ian McLeod, Director, Planning, Transport & Sustainability Client Officer: Claire Steiner, Transport Delivery Specialist Procurement Officer: Charlie Short, Procurement Manager
Briefly describe the service required	The requirement is for infrastructure works in the Perry Barr area as follows: <ul style="list-style-type: none"> • Road widening to support the new school in Perry Barr that was constructed by the Department for Education to be completed before the school opens for the autumn term in 2023 • Public realm, footway and cycle way upgrades on Aldridge Road in the vicinity of the Perry Barr Regeneration Scheme (PBRS) • New cycle way joining the PBRS to the Tame Valley canal cycle route
What is the proposed procurement route?	A further competition exercise or direct award will be undertaken using a compliant framework agreement identified as being the most suitable that demonstrates value for money.
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 construction 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 encourage travel by walking and cycling in the area through the provision of a high-quality pedestrian access and additional cycle parking, along with the removal of parking availability for vehicles on the carriageway.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	The scheme will provide improved access in the area and to the school to enable it to increase its capacity, providing additional facilities to the local diverse community.
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	There is not a statutory duty to provide this service. However, the works improve the area and the planning conditions for the school have limited the capacity for pupils until the infrastructure is in place.
What budget is the funding from for this service?	Funding for the proposed works in relation to the road widening and Aldridge Road works is included within the overall approved budget for the Perry Barr Regeneration Scheme, as a part of the FBC for the wider scheme approved by Cabinet on 27 th July 2021, as part of the approved budget for Site Infrastructure and associated works. Works in relation to the new cycle way are separately funded from budgets approved for that specific scheme.
Proposed start date and duration of the new contract	The proposed contract start date is not later than February 2023 for a period of up to 2 years, with different elements of the works phased to meet operational requirements.

Title of Contract	Development of Housing in Druids Heath
Contact Officers	Director / Assistant Director: Paul Kitson, Strategic Director, Place, Prosperity & Sustainability Client Officer: Simon Felton, Principal Housing Development Officer Procurement Officer: Charlie Short, Procurement Manager
Briefly describe the service required	<p>The requirement is for three residential developments for social rent, using Birmingham Municipal Housing Trust standard house types approved by Cabinet as part of the Birmingham Municipal Housing Trust Delivery Plan 2019 – 2029 on the following sites in Druids Heath:</p> <ul style="list-style-type: none"> • 21 units at Bells Lane • 18 units at Sherston Covert • 12 units at Brockworth Road <p>It should be noted that these sites are adjacent to the boundary for the Druids Heath Regeneration Scheme.</p>
What is the proposed procurement route?	A further competition exercise or direct award will be undertaken using a compliant framework agreement identified as being the most suitable that demonstrates value for money. Depending on the fit between the service requirements on the framework, this will be delivered either by lot or as one process.
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 construction 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 house types to be constructed are to Birmingham Municipal Housing Trust's Birmingham design and will include air source heat pumps, thicker insulated walls, triple glazing, electric car charging points, water meters, etc. to support the Council's Route to Zero strategy.
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, the proposed site supports the delivery of the core objectives of the Birmingham Development Plan (BDP) 2031 which was adopted by the Council on 10 January 2017 to increase housing growth.
What budget is the funding from for this service?	The scheme is funded from the Housing Revenue Account (Capital) budget.
Proposed start date and duration of the new contract	Various start dates from October/November 2023 through to completion of all three schemes between September – November 2024.

Title of Contract	Concrete Liners for Burials
Director / Assistant Director	Director / Assistant Director: Sajeela Naseer, Director Regulation and Enforcement Client Officer: Bev Nash, Bereavement Officer Procurement Officer: Raja Chowdhury, Sub Category Officer
Briefly describe the service required	There is a requirement for Bereavement Services to supply and install concrete liners for burials which are utilised by mainly the Muslim community for burials. There has been a significant increase in usage recently and it is estimated that around 500 concrete liners per annum will need to be installed.
What is the proposed procurement route?	An open procurement exercise will be undertaken advertised in Find a Tender, Contracts Finder and www.finditinbirmingham.com
What are the existing arrangements? Is there an existing contract? If so when does that expire?	There is not a current contract in place. The existing contract expired 31 st October 2022 and has not been reprocured in time. However, the provider has continued to deliver the services as under the contractual arrangements.
Has the In-House Preferred Test been carried out?	The in-house preferred test has been undertaken and demonstrates that this service is not suitable for delivery in-house due to a lack of resources and the inability to manufacture the liners in house.
How will this service assist with the Council's commitments to Route to Zero?	This specification will include a requirement that concrete liners are constructed to ensure that they meet the latest environmental standards.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	The concrete liners for burials will be available to those communities with specific faith requirements for the burial of their dead.
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 for this service. The justification for providing concrete liners for this type of burial is the requirement that the Council caters for all communities regarding their preferred method of disposal of the deceased. Not providing this method of burial will result in communities seeking alternative sites across the city's boundaries and will result in a loss of income and failure to satisfy the needs of the citizens of Birmingham and a failure to meet the specific religious and cultural requirements of the community under the Equalities Act 2010.
What budget is the funding from for this service?	This is funded from the Bereavement Services approved budget.
Proposed start date and duration of the new contract	The proposed start date is 1 st April 2023 for a period of 4 years.

APPENDIX 4 - QUARTERLY CONTRACT AWARD SCHEDULE (JULY 2022 – SEPTEMBER 2022)

Type of Rep	Title of Procurement	Ref	Brief Description	Contract Durat	Directorate	Portfolio Finance and Resources	Finance Officer	Contact Nam	Comments	Contractor(s) Awarded to	Value of Contracts	Chief Officer	Actual G Live date
Strategy / Award	Contact Centre Telephony	P0832	A cloud hosted solution that provides functionality for call routing, call queuing along with omni channel capability (web chat, email and social). The procurement will extend the usage of the current contact centre hosted platform with provider support.	2 years with option to extend for a further 12 months	Digital and Customer Services	Digital, Culture, Heritage & Tourism	Lee Bickerton	Dan Gaiger	Presented to Cabinet for info 07/06/2022. Strategy / Award Report signed 05/07/2022.	Cirrus Response Limited	£1,430,000	Cheryl Doran / Steve Sandercock	08/07/2022
Strategy / Award	Catering and Non-Food for Cityserve/Civic Catering	F0256R F265 F228 F214	The supply of Catering and Non-Food under the ESPO frameworks agreement 83_21 Grocery, Fresh, Chilled and Frozen Foods and 98_22 Catering Equipment and The University Caterers Organisation Ltd (TUOC) Butchered Meat and Poultry Framework and Framework Catering Innovation and Concept Solutions stage 2 call off	1 year with an option to extend for a further 12 months.	Council Management	Finance and Resources	Lee Bickerton	Satpal Singh	Cabinet approved the Catering and Food Procurement Strategy for Cityserve and Civic Catering report on 22nd March 2022 and delegated the award to CO. Delegated Award Report signed 08/07/2022.	Supply and Distribution of Fresh Meat, Fresh Frozen Meat, Cooked Meat Midland Foods Supply and Distribution of Grocery - A.F. Blakemore Supply and Distribution of Frozen Foods - Brakes Supply and Distribution of Light Catering Equipment - WV Howe Supply and Distribution of Disposables - Nobisco Supply and Distribution of Food Court Concepts - Theo's - TUGO - Pasta King	£170,000 £1,700,000 £2,500,000 £83,000 £400,000 £55,000 £8,000 Total £4,916,000	Alison Jarrett / Steve Sandercock	11/07/2022
Strategy / Award	City Centre Public Realm Phase 2 - Design Professional Services, Contract Management and Site Supervision Support.	P0857	The provision of design professional services, contract management and site supervision for the City Centre Public Realm Phase 2.	Up to 4 years	Place, Prosperity and Sustainability	Transport	Carl Tomlinson	Stuart Rawlin / Charlie Short	Presented to Cabinet for info 07/09/2021. Strategy / Award Report signed 19/07/2022.	Jacobs UK Ltd	£1,100,000	Paul Kitson/Steve Sandercock	22/07/2022
Strategy / Award	For the Provision of A reseller arrangement for licensing and support of the Cyglass Internal AI Network Defence as a Service	P0987	Provision of reseller arrangement for licensing and support of the Cyglass Internal AI Network Defence as a Service platform	2 years	Digital and Customer Services	Digital, Culture, Heritage & Tourism	Lee Bickerton	Jamie Parris	Cabinet report approved in February 2021 in respect of a 36 month solution. Contract was terminated after 12 months. Remaining 24 months scoped with alternate reseller.	Insight Direct (UK) Ltd	£547,628	Peter Bishop / Steve Sandercock	01/08/2022
Strategy / Award	The Provision of Digital Transformation Consultancy Services -IT	CNTR0011174	The provision of a managed service to deliver Digital Transformation services under the HealthTrust Europe ICT Solutions 2019 Framework Agreement (ComIT2).	5 years	Digital and Customer Services	Digital, Culture, Heritage & Tourism	Lee Bickerton	Jamie Parris	Compliant call-off awarded 1st August 2022 for a 5 year period.	Insight Direct UK Ltd	£3,000,000	Peter Bishop / Steve Sandercock	01/08/2022
Strategy / Award	For the Provision of reseller arrangement for licensing and support of the Nanitor Real-time Intelligent Security Compliance Solution.	P0988	Provision of reseller arrangement for licensing and support of Nanitor Real-time Intelligent Security Compliance Solution.	2 years	Digital and Customer Services	Digital, Culture, Heritage & Tourism	Lee Bickerton	Jamie Parris	Cabinet report approved in February 2021 in respect of a 36 month solution. Contract was terminated after 12 months. Remaining 24 months scoped with alternate reseller at a more competitive price.	Specialist Computer Centres PLC (SCC)	£583,758.30	Peter Bishop / Steve Sandercock	01/08/2022
Strategy / Award	Home To School Transport	P0504-90	The provision of Home to School Transport.	4 years	Children & Families	Children, Young People and Families	Clare Sandland	Cyril Egharevba / Henrietta Jacobs	Cabinet approved the Home to School Transport 24/12/2019. Strategy / Award Report signed 18/08/2022.	1) AFJ Limited 2) Green Destinations Limited 3) Olympic South Limited (trading as HATS)	£566,476.56 £3,053,213.88 £18,893,407.60	Sue Harrison / Steve Sandercock	05/09/2022
Delegated Award Report	Specialist Adult Social Care Training	P0876	There is a requirement for training for the Council's adults social care workforce, which includes all staff within Directorate e.g., Commissioning, Client Financial Services and internal provider support services, to support their learning and development needs.	4 Years	Adult Social Care	Health and Social Care	Andrew Healey	Patricia Daley / Andrea Webster	Presented to Cabinet for info 18/01/2022. Approval to Tender Strategy Report signed 23/03/2022 and delegated the award to CO. Delegated Award Report signed 31/08/2022.	Lot 1 - Social work (Assessment and Support Planning) 1) 3 Spirit UK 2) C Howell Consultancy 3) Care Business Associate Training 4) Central Consultancy and Training 5) Community Navigator Services CIC 6) DCC Interactive Ltd 7) Local Government Training Ltd 8) Signis Group 9) St Thomas Training Ltd Lot 2 - Mental Health 1) 3 Spirit UK 2) A1 Social Care Training Ltd 3) Aspect Training 4) Birmingham Mind 5) Care Business Associate Training 6) Central Consultancy and Training 7) DCC Interactive Ltd 8) First Response Training and Consultancy Services Limited 9) Grassroots Suicide Prevention 10) Hari Sewell Consultancy Ltd 11) Local Government Training Ltd 12) Signis Group 13) St Thomas Training Ltd Lot 3 - Social Care and Health 1) 3 Spirit UK 2) A1 Social Care Training Ltd 3) Aspect Training 4) Bridge Mentoring Community Interest Company 5) Care Business Associate Training 6) Central Consultancy and Training 7) CPI Inc (Crisis Prevention Institute) 8) COM Learning Ltd 9) DCC Interactive Ltd 10) First Response Training and Consultancy Services Limited 11) Hari Sewell Consultancy Ltd 12) Local Government Training Ltd 13) Signis Group 14) St Thomas Training Ltd Lot 4 - Leadership and Management 1) C Howell Consultancy 2) Care Business Associate Training 3) Central Consultancy and Training 4) Community Navigator Services CIC 5) DCC Interactive Ltd 6) Hari Sewell Consultancy Ltd 7) Heldercorp Ltd 8) Local Government Training Ltd 9) New Level Results 10) St Thomas Training Ltd Lot 5 - Safeguarding 1) 3 Spirit UK 2) A1 Social Care Training Ltd 3) Aspect Training 4) Care Business Associate Training 5) Central Consultancy and Training 6) COM Learning Ltd 7) DCC Interactive Ltd 8) First Response Training and Consultancy Services Limited 9) Local Government Training Ltd 10) Signis Group 11) St Thomas Training Ltd	£2,000,000	Graeme Betts / Steve Sandercock	01/10/2022

Type of Report	Title of Procurement	Ref	Brief Description	Contract Duration	Directorate	Portfolio Finance and Resources	Finance Officer	Contact Name	Comments - including any request from Cabinet Members for more details	Contractor(s) Awarded to	Value of Contracts	Chief Officer	Actual Go Live date
Strategy / Award	Enforcement Agent For The Revenues Service (Recycled Cases)	P1122	Where the Revenues Service has obtained a liability order and all other avenues of collection have been exhausted, the recycled cases will be passed to an enforcement agent who will be expected to use their powers where appropriate to recover and collect arrears / take control of goods when a customer fails to make payments on time for the recycled cases.	2 years with option to extend for a further 1 year	Council Management	Finance and Resources	Lee Bickerton	Jonathan Woodward / Stuart Follows	Presented to Cabinet for info 28/06/2022. Strategy / Award Report signed 15/09/2022.	Qualco (UK) Limited	Nil cost to the Council-No costs are incurred by the Council with the case issuing cost being met by the collecting Enforcement Agent and the statutory fees being met by the individual or business who the debt belongs too	Peter Bishop / Steve Sandercock	19/09/2022
Strategy / Award	Cycle To Work Salary Sacrifice Provider	P1084	There is a requirement for the provision of bicycles in line with the Birmingham Cycle to Work salary sacrifice scheme.	4 years	Council Management	Finance and Resources	Lee Bickerton	Selina Erfani / Richard Tibbatts	Presented to Cabinet for info 27/07/2022. Strategy / Award Report signed 20/09/2022.	Halfords	£550,000	Darren Hockaday / Steve	23/09/2022
Strategy / Award	Professional Services to Support the Transforming Cities Fund – Major Road Network Development Tranche 2		There is a requirement for technical professional services to undertake transport studies and develop scheme proposals under the Transforming Cities Fund – Major Road Network Development Tranche 2 funding for study work and options development at three locations: •A435 Alcester Road Corridor •A38 Kingsbury Road Corridor •A4540 Middleway Corridor	up to 1 year	Planning, Transport and Sustainability	Transport and Environment	Carl Tomlinson	Andy Chidgey / Charlie Short	Presented to Cabinet for info 22/03/2022. Strategy / Award Report signed 20/09/2022.	Pell Frischmann Consultants Ltd	£523,002	Paul Kilsen/Steve Sandercock	22/09/2022

Birmingham City Council

Resources Overview and Scrutiny Committee

Date: 22 December 2022



Subject: NON-KEY DECISION PLANNED PROCUREMENT ACTIVITIES (JANUARY 2023 – MARCH 2023) AND QUARTERLY CONTRACT AWARDS (JULY 2022 – SEPTEMBER 2022)

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 January 2023 – March 2023 which are not key decisions and all contract award decisions made under Chief Officer's delegation during the previous quarter. Planned procurement activities reported previously are not repeated in this report.
- 1.2 Informs Cabinet of the contract award decisions made under Chief Officers delegation during the period July 2022 – September 2022.

2 Recommendations

- 2.1 To note the reports and any findings from Cabinet.
- 2.2 Notes the contract award decisions made under Chief Officers delegation during the period July 2022 – September 2022 as detailed in Appendix 4.

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: 13th December 2022



Subject: NON-KEY DECISION PLANNED PROCUREMENT ACTIVITIES (JANUARY 2023 – MARCH 2023) AND QUARTERLY CONTRACT AWARDS (JULY 2022 – SEPTEMBER 2022)

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

Are specific wards affected?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No – All wards affected
If yes, name(s) of ward(s):		
Is this a key decision?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, add Forward Plan Reference:		
Is the decision eligible for call-in?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information?	<input 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 January 2023 – March 2023 which are not key decisions and all contract award decisions made under Chief Officer's delegation during the previous quarter. Planned procurement activities reported previously are not repeated in this report.

- 1.2 The report enables Cabinet to identify whether any reports for procurement activities should be brought to this meeting for specific executive decision, otherwise they will be dealt with under Chief Officer delegations up to the value of £500,000, unless TUPE applies to current Council staff.
- 1.3 Appendix 4 informs Cabinet of the contract award decisions made under Chief Officers delegation during the period July 2022 – September 2022.

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.
- 2.2 Notes the contract award decisions made under Chief Officers delegation during the period July 2022 – September 2022 as detailed in Appendix 4.

3 Background

- 3.1 The report approved by Council Business Management Committee on 16 February 2016 set out the case for introducing this process.
- 3.2 At the 12th July 2022 meeting of Council changes to procurement governance were agreed which gives Chief Officers the delegated authority to approve procurement contracts up to the value of £500,000 for non-key decisions over the life of the contract. Where it is likely that the award of a contract will result in staff employed by the Council transferring to the successful contract under TUPE, the contract award decision has to be made by Cabinet.
- 3.3 In line with the Procurement and Contract Governance Rules that form part of the Council's Constitution, this report acts as the process to consult with and take soundings from Cabinet Members and the Resources Overview & Scrutiny Committee.
- 3.4 This report sets out the planned procurement activity over the next few months where the contract value is between the procurement threshold £177,897.50 (excluding VAT) and £500,000 (excluding VAT) for non-key decisions. This will give members visibility of all procurement activity within these thresholds and the opportunity to identify whether any procurement reports should be brought to Cabinet for approval even though they are below the £10m delegation threshold.
- 3.5 It should be noted that the procurement threshold has changed from £189,330 to £177,897.50 (excluding VAT) and applies from 1st January 2022 for a period of 2 years.
- 3.6 Individual procurements may be referred to Cabinet for an executive decision at the request of Cabinet, a Cabinet Member or the Chair of Resources Overview & Scrutiny Committee where there are sensitivities or requirements that necessitate a decision being made by Cabinet.

- 3.7 Procurements below £500,000 contract value that are not listed on this or subsequent monthly reports can only be delegated to Chief Officers if specific approval is sought from Cabinet. Procurements above £10m contract value will still require an individual report to Cabinet in order for the award decision to be delegated to Chief Officers if appropriate.
- 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 (MFTP) 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 January 2023 – March 2023
 - 2. Appendix 2 – Background Briefing Paper
 - 3. Appendix 3 – Exempt Information
 - 4. Appendix 4 – Quarterly Awards Schedule (July 2022 – September 2022)

APPENDIX 1 – PLANNED PROCUREMENT ACTIVITIES (JANUARY 2023 – MARCH 2023)

No.	Type of Report	Title of Procurement	Ref	Brief Description	Contract Duration	Directorate	Portfolio Finance and Resources Plus	Finance Officer	Contact Name	Planned CO Decision Date
1	Strategy / Award	Technical Professional Services for the Southside Public Realm Final Scheme		Technical professional services to support the completion and delivery of the Southside Public Realm scheme.	30 months	Place, Prosperity & Sustainability Directorate	Transport	Azhar Rafiq	Jaswant Chahal / Charlie Short	06/05/2023

APPENDIX 2

BRIEFING NOTE ON PLANNED PROCUREMENT ACTIVITIES **CABINET – 13th December 2022**

Title of Contract	Technical Professional Services for the Southside Public Realm Final Scheme
Contact Officers	Director / Assistant Director: Phil Edwards, Assistant Director, Place, Prosperity & Sustainability Directorate Client Officer: Jas Chahal Procurement Officer: Charlie Short, Procurement Manager
Briefly describe the service required	Technical professional services to support the completion and delivery of the Southside Public Realm scheme, in accordance with the Full Business Case approved by the Cabinet Member for Transport and Environment and the Cabinet Member for Finance and Resources, dated 9 th February 2021.
What is the proposed procurement route?	A further competition exercise using the Council's Transportation and Development Professional Services Framework Agreement – Lot 2a – Multi Disciplinary - Highways and Infrastructure
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. However, modernised public realm should realise revenue saving for future maintenance.
Has the In-House Preferred Test been carried out?	Yes, and 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 scheme will improve walking and cycling connectivity, enhanced pedestrianised public realm close to major public transport services and National Cycle Route Network. New tree planting to provide localised environmental and air quality benefits in the street scene.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	The scheme will enhance the Southside area of the city providing benefit to the vibrant local diverse communities which has been developed by engagement with Southside BID and its close links with the local businesses and community. Upgrading of street lighting, CCTV, pedestrian space, cycle route and inclusion of artwork relevant to the local community. The works contract will require the delivery of the key principles of BBC4SR including making our suppliers pay the Birmingham Real Living Wage.
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 Southside Public Realm Final scheme is required for completion to improve the visitor experience to the city centre and assist with the facilitation of economic growth.
What budget is the funding from for this service?	The scheme will be funded from the Enterprise Zone Investment Plan budget
Proposed start date and duration of the new contract	The proposed start date is February 2023 for a period of 30 months.

APPENDIX 4 - QUARTERLY CONTRACT AWARD SCHEDULE (JULY 2022 – SEPTEMBER 2022)

Type of Report	Title of Procurement	Ref	Brief Description	Contract Duration	Directorate	Portfolio Finance and Resources	Finance Officer	Contact Name	Comments - including any request from Cabinet Members for more details	Contractor(s) Awarded to	Value of Contracts	Chief Officer	Actual Go Live date
Strategy / Award	Provision of continued support of the SentinelOne End-Point Detection Response Solution		The provision and continued support of the SentinelOne End-Point Detection Response Solution and Security infrastructure.	2 years	Digital and Customer Services	Digital, Culture, Heritage & Tourism	Lee Bickerton	Jamie Parris	Cabinet report approved in February 2021 in respect of a 36 month solution. Contract was terminated after 12 months. Remaining 24 months scoped with alternate reseller at a more competitive price.	Softcat Plc	£470,208	Cheryl Doran / Steve Sandercock	02/07/2022
Strategy / Award	Professional Services for the Refurbishment of Moseley Road Baths	P0909	There is a requirement for construction project management services to support the latest capital renovation programme for the baths. The services is to project manage the works and to manage the individual disciplines including the conservation architect, cost control, health & safety, engineering and clerk of works.	2 years	City Operations	Leader	Carl Tomlinson	Dave Wagg / Stuart Follows	Presented to Cabinet for info 22/03/2022. Strategy / Award Report signed 29/07/2022.	Mace Limited	£249,914	Rob James / Steve Sandercock	01/08/2022
Delegated Award Report	Increase In Contract Value – Development of Housing At Bingham Pit Road	P0348	To modify the contract for the construction of housing at Bingham Pit Road by increasing the financial value.	6 months	Place, Prosperity and Sustainability	Housing	Andrew Healey	Oliver French / Charlie Short	Cabinet approved the award the Bingham Pit Road scheme in Driving Housing Growth and Supporting Young People Into Employment Through the BMHT Development Programme report dated 15/11/2016. Report signed 16/08/2022.	Jessup Brothers Ltd	£402,614	Paul Kitson/Steve Sandercock	
Strategy / Award	Repair to the Roof at Handsworth Wellbeing Centre		The repair to the roof above the large swimming pool at Handsworth Wellbeing Centre to protect a Council asset from deterioration and, potentially, escalating repair costs; and allow the local community and local schools to continue to access the social and health benefits of regular swimming.	18 weeks	City Operations	Homes and Neighbourhoods	Carl Tomlinson	Lesley Poulton / Charlie Short	Presented to Cabinet for info 22/03/2022. Handsworth Wellbeing Centre Roof Repairs – Cabinet Report 26 April 2022. Delegated Award Report signed 25/08/2022.	Graham Asset Management Limited	£294,168	Rob James / Steve Sandercock	01/09/2022
Strategy / Award	Replacement to the Roof at Quinbourn Community Centre		The replacement to the roof at Quinbourn Community Centre to protect a Council asset and to fulfil the legal obligation as the building's landlord.	18 weeks	City Operations	Homes and Neighbourhoods	Carl Tomlinson	Lesley Poulton / Charlie Short	Presented to Cabinet for info 22/03/2022. Handsworth Wellbeing Centre Roof Repairs – Cabinet Report 26 April 2022. Delegated Award Report signed 25/08/2022.	Graham Asset Management Limited	£260,575	Rob James / Steve Sandercock	01/09/2022
Strategy / Award	Japanese Knotweed Removal at the Bordesley Park Development Site increase in contract value	P0869	Contract for the removal of Japanese Knotweed at the Bordesley Park development site.		City Operations	Leader	Carl Tomlinson	Doug Lee / Charlie Short	The Bordesley Park (Wheels Site) Development: Strategic Business Case Update to Cabinet dated 12/10/2021 approved the commencement of the procurement activity and delegated the award the award to CO. Delegated Award Report 16/03/2022. The additional value is within this approval of £0.500m. The original value of £0.254m to £0.386m. This increase is due to the unforeseen extra works and costs following the discovery of greater extent of Japanese Knotweed on the site than was anticipated from the original site surveys.	Ebsford Environmental Limited	£132,000	Paul Kitson/Steve Sandercock	
Delegated Award Report	Specialist PFI Contract Management Consultancy	P1075	To support the Council in relation to the operational management of all PFI Schools/Academy contracts across the Birmingham PFI 4 PFI/FM (Facilities Management) Contracts delivering services to 26 schools.	Up to 4 years	Children & Families	Children, Young People and Families	Clare Sandland	Nadia Majid / Aimee Waterman	Presented to Cabinet for info 18/05/2022. Approval to Tender signed 28/06/2022 and delegated the award to CO. Delegated Award Report signed 09/09/2022.	Insycle Ltd	£206,000	Sue Harrison /Steve Sandercock	12/09/2022



Resources O&S Committee: Work Programme 2022/23

Chair	Councillor Akhlaq Ahmed
Deputy Chair	Councillor Bushra Bi
Committee Members:	Councillors Meirion Jenkins, Rashad Mahmood, Hendrina Quinnen, Sybil Spence, Paul Tilsley and Ken Wood
Committee Support:	Senior Overview and Scrutiny Manager: Fiona Bottrill (07395 884487) Scrutiny Officer: Jayne Bowles (303 4810) 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 have been recommended by Co-ordinating O&S Committee for this committee to consider and have been added to the list of items to be scheduled in Appendix 1:
- 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).



ID Number	Title	Portfolio	Proposed Date of Decision
010445/2023	Council Tax Tax-base for 2023/24	Finance and Resources	17 Jan 23
010446/2023	Business Rates Income 2023/24	N/A	17 Jan 23
010525/2023	Financial Monitoring Report Month 8 2022/23	N/A	17 Jan 23
010856/2023	Job Evaluation	Finance and Resources	17 Jan 23
010892/2023	Key Decision Planned Procurement Activities (February 2023 – April 2023)	Finance and Resources	17 Jan 23
009483/2022	Disposal of Surplus Properties	Leader	14 Feb 23
009663/2022	Promotion of Council Owned Land within Bromsgrove	Leader	14 Feb 23
010139/2023	Financial Monitoring Report Quarter 3 2022/23	Finance and Resources	14 Feb 23
010414/2023	Highways Maintenance and Management PFI Contract (B)	Transport	14 Feb 23
010889/2023	The Supply of Non-Permanent Workers	Finance and Resources	14 Feb 23
007349/2020	Waste Vehicle Replacement Programme	Environment	21 Mar 23
010752/2023	UK Shared Prosperity Fund (SPF) – Acceptance of allocation of Grant and arrangements for its use	Finance and Resources	21 Mar 23
010526/2023	Financial Monitoring Report Month 10 2022/23	N/A	21 Mar 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 28th July 2022**

Item/ Topic	Type of Scrutiny	Aims and Objectives	Lead Officer	Witnesses	Visits	Additional Information (Including joint working / links with other O&S Committees)
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 19th July 2022

Publication: Wednesday 20th July 2022

Date of Meeting: Thursday 8th September 2022

Item/ Topic	Type	Aims and Objectives	Lead Officer	Witnesses	Visits	Additional Information
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 30th August 2022

Publication: Wednesday 31st August 2022

Date of Meeting: Thursday 6th 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 27th September 2022

Publication: Wednesday 28th September 2022

Date of Meeting: Thursday 17th 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 8th November 2022

Publication: Wednesday 9th November 2022

Date of Meeting: Thursday 22nd December 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	
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 13th December 2022

Publication: Wednesday 14th December 2022

Date of Meeting: Thursday 19th January 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	
Budget Scrutiny	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 10th January 2022

Publication: Wednesday 11th January 2022

Date of Meeting: Thursday 2nd March 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	
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 21st February 2022

Publication: Wednesday 22nd February 2022

Date of Meeting: Thursday 30th March 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	
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 21st March 2022

Publication: Wednesday 22nd March 2022

Date of Meeting: Thursday 27th April 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	
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 18th April 2022

Publication: Wednesday 19th April 2022

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 have been 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.

