

<b>Report to:</b>	<b>CABINET</b>
<b>Report of:</b>	<b>DIRECTOR OF COMMISSIONING &amp; PROCUREMENT</b>
<b>Date of Decision:</b>	<b>15<sup>th</sup> AUGUST 2017</b>
<b>SUBJECT:</b>	<b>PLANNED PROCUREMENT ACTIVITIES (SEPTEMBER 2017 – NOVEMBER 2017)</b>
<b>Key Decision: No</b>	<b>Relevant Forward Plan Ref: n/a</b>
<b>If not in the Forward Plan: (please "tick" box)</b>	<b>Chief Executive approved <input type="checkbox"/></b> <b>O&amp;S Chairman approved <input type="checkbox"/></b>
<b>Relevant Cabinet Member(s):</b>	<b>Cllr Majid Mahmood – Value for Money and Efficiency</b>
<b>Relevant O&amp;S Chairman:</b>	<b>Cllr Mohammed Aikhlaq, Corporate Resources and Governance</b>
<b>Wards affected:</b>	<b>All</b>

<b>1. Purpose of report:</b>
1.1 This report provides details of the planned procurement activity for the period September 2017 – November 2017. Planned procurement activities reported previously are not repeated in this report.

<b>2. Decision(s) recommended:</b>
That Cabinet
2.1 Notes the planned procurement activities under officer delegations set out in the Constitution for the period September 2017 – November 2017 as detailed in Appendix 1.

<b>Lead Contact Officer (s):</b>	
<b>Telephone No:</b> <b>E-mail address:</b>	Nigel Kletz Corporate Procurement Services Strategic Services Directorate 0121 303 6610 <a href="mailto:nigel.kletz@birmingham.gov.uk">nigel.kletz@birmingham.gov.uk</a>

### **3. Consultation**

#### **3.1 Internal**

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

#### **3.2 External**

None

### **4. Compliance Issues:**

#### **4.1 Are the recommended decisions consistent with the Council's policies, plans and strategies**

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

#### **4.1.2 Birmingham Business Charter for Social Responsibility (BBC4SR)**

Compliance with the BBC4SR is a mandatory requirement that will form part of the conditions of the contracts. Tenderers will submit an action plan with their tender that will be evaluated in accordance with the agreed evaluation criteria and the action plan of the successful tenderers will be implemented and monitored during the contract period. Payment of the Living Wage, as set by the Living Wage Foundation, is a mandatory requirement of the BBC4SR and will apply for all contracts in accordance with the Council's policy for suppliers to implement the rate

#### **4.2 Financial Implications**

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

#### **4.3 Legal Implications**

Details of all relevant implications will be included in individual reports.

#### **4.4 Public Sector Equality Duty**

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

## **5. Relevant background/chronology of key events:**

- 5.1 At the 1 March 2016 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 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 contractor under TUPE, the contract award decision has to be made by Cabinet.
- 5.2 In line with the Procurement Governance Arrangements 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 Corporate Resources and Governance Overview & Scrutiny Committee.
- 5.3 This report sets out the planned procurement activity over the next few months where the contract value is between the EU threshold (£164,176) and £10m. 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 delegation threshold.
- 5.4 Individual procurements may be referred to Cabinet for an executive decision at the request of Cabinet, a Cabinet Member or the Chair of Corporate Resources and Governance Overview & Scrutiny Committee where there are sensitivities or requirements that necessitate a decision being made by Cabinet.
- 5.5 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.
- 5.6 A briefing note including financial information is appended to the Private report for each item on the schedule.

## **6. Evaluation of alternative option(s):**

- 6.1 A report approved by Council Business Management Committee on 16 February 2016 set out the case for introducing this process. The alternative option is that individual procurements are referred to Cabinet for decision.

## **7. Reasons for Decision(s):**

- 7.1 To enable 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.

**Signatures:****Date:**

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Nigel Kletz – Director of Commissioning & Procurement

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Councillor Majid Mahmood - Value for Money and Efficiency

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**List of Background Documents used to compile this Report:****List of Appendices accompanying this Report (if any):**

Appendix 1 - Planned Procurement Activity September - November 2017

<b>Report Version</b>	1	<b>Dated</b>	01/08/2017
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**APPENDIX 1 – PLANNED PROCUREMENT ACTIVITIES (SEPTEMBER 2017 – NOVEMBER 2017)**

Type of Report	Title of Procurement	Ref	Brief Description	Contract Duration	Directorate	Portfolio Value for Money and Efficiency Plus	Finance Officer	Contact Name	Planned CO Decision Date
Approval to Tender (SCN)	Youth Hub	C0130	The Youth Hub provides a venue which accommodates a range of statutory and non-statutory services for young people who are homeless or at risk of homelessness. The service is designed to offer an integrated approach to prevent homelessness.	1 year, 7 months	Children and Young People	Children's Services and Homes and Housing	Denise Wilson	James Barrett / Robert Cummins	22/09/2017
Approval to Tender Strategy	Supply and Distribution of Catering Disposables and Light Catering Equipment	TBC	Supply of Catering Disposables and Light Catering Equipment to City Council and Acivico sites which will consist of 2 lots. Lot 1 – Catering Disposables covers: Disposable cups, cutlery, platter, plates, bowls, hot & cold food packaging, napkins, table coverings etc. Lot 2 - Light Catering Equipment covers: Bake and Cook ware (pots pans & Pyrex dishes etc, crockery, cutlery etc.	4 years	Strategic Services	Deputy Leader	Thomas Myers	Richard Tibbatts / Nikki Fox	22/09/2017
Approval to Tender Strategy	Maintenance, Servicing and Supply of Fire Extinguishers	TBC	The maintenance, servicing and supply of fire extinguishers at Council sites is required for directorates of the Council and schools on an annual basis in accordance with legislation and British Standard (BS) 5306 part 3:2009 and part 8:2012. As part of this contract, there is a requirement for the servicing and supply of fire blankets and fire equipment signage.	4 years	Strategic Services	Deputy Leader	Thomas Myers	Jas Claire	22/09/2017
Approval to Tender Strategy	Supply of Cleaning Products and Hygiene Paper Products	TBC	The supply of non-specialist cleaning supplies (general cleaning chemicals and reagents); paper hygiene products and cleaning consumables (e.g. cloths, mops, toilet rolls, paper towels etc) and specialist cleaning products (concentrated cleaning chemicals linked to dosing systems and will include the provision of associated dosing equipment).	4 years	Strategic Services	Deputy Leader	Thomas Myers	Jas Claire	22/09/2017
Approval to Tender Strategy	Provision of Washroom Services	TBC	The provision of the following services: Waste collection and disposal services – sanitary, nappy, sharps, clinical waste; Roller towels; Hand dryers; Washroom equipment – air cleaners, sanitising systems, water dosing systems, water saving tap converters, ozone odour neutralisers, air fresheners, water management systems for urinals, water saving devices for taps and urinals, toilet seat sanitisers, toilet flush reducers, vending machines and dust/logo mats.	4 years	Strategic Services	Deputy Leader	Thomas Myers	Jas Claire	22/09/2017
Various Routes	Occupational Health	C0252	To support and complement the current permanent staffing structure in Occupational Health the following services are required: Occupational Health Physicians, Occupational Health Advisors, Physiotherapists, Cognitive Behavioural Therapist, Employee Assistance Programme.	2 years plus 2 years option to extend	Strategic Services	Deputy Leader	Thomas Myers	Marie Kennedy	22/09/2017

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Type of Report	Title of Procurement	Ref	Brief Description	Contract Duration	Directorate	Portfolio Value for Money and Efficiency Plus	Finance Officer	Contact Name	Planned CO Decision Date
Strategy / Award	Framework Agreement for Occupational Health Professional Services	C0252	The provision of professional services to support and complement the permanent staffing structure in Occupational Health let by the following lots: <ul style="list-style-type: none"> <li>• Occupational Health Physicians</li> <li>• Occupational Health Advisors</li> <li>• Physiotherapists</li> <li>• Cognitive Behavioural Therapists</li> </ul>	4 years	Strategic Services	Deputy Leader	Thomas Myers	Marie Kennedy	22/09/2017
Approval To Tender Strategy	Employee Assistance Programme	TBC	The provision of an employee assistance programme which can be accessed online or by telephone to support employees in health and wellbeing. The programme is a support mechanism to assist in the reduction of sickness absence.	4 years	Strategic Services	Deputy Leader	Thomas Myers	Marie Kennedy	22/09/2017
Approval To Tender Strategy	Advocacy Services	TBC	Advocacy is providing the support someone needs to be able to express their views, to communicate their choices and to receive services, or to participate in decision making. It can enable people to take more responsibility, have choice and control over the decisions which affect their lives.	3 years plus 2 year option to extend	Adult Social Care & Health	Health & Social Care	Shabir Ladak	Charles Ashton-Gray / Robert Cummins	22/09/2017