

# **BIRMINGHAM CITY COUNCIL**

## **RESOURCES OVERVIEW AND SCRUTINY COMMITTEE**

**THURSDAY, 27 APRIL 2023 AT 14:00 HOURS**  
**IN COMMITTEE ROOM 6, COUNCIL HOUSE, VICTORIA SQUARE,**  
**BIRMINGHAM, B1 1BB**

### **A G E N D A**

#### **1 NOTICE OF RECORDING/WEBCAST**

The Chair to advise/meeting to note that this meeting will be webcast for live or subsequent broadcast via the Council's Public-I microsite ([please click this link](#)) and that members of the press/public may record and take photographs except where there are confidential or exempt items.

#### **2 APOLOGIES**

To receive any apologies.

#### **3 DECLARATIONS OF INTERESTS**

Members are reminded they must declare all relevant pecuniary and other registerable interests arising from any business to be discussed at this meeting.

If a disclosable pecuniary interest is declared a Member must not participate in any discussion or vote on the matter and must not remain in the room unless they have been granted a dispensation.

If other registerable interests are declared a Member may speak on the matter only if members of the public are allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless they have been granted a dispensation.

If it is a 'sensitive interest', Members do not have to disclose the nature of the interest, just that they have an interest.

Information on the Local Government Association's Model Councillor Code of Conduct is set out via <http://bit.ly/3WtGQnN>. This includes, at Appendix 1, an interests flowchart which provides a simple guide to declaring interests at meetings.

**5 - 16**

4 **ACTION NOTES AND ACTION TRACKER**

To agree the action notes of the meeting held on 30 March 2023 and note the action tracker.

**17 - 34**

5 **FINANCIAL RESERVES**

To receive a briefing on the use of financial reserves.  
Fiona Greenway, Interim Director of Finance, in attendance.

**35 - 48**

6 **PLANNED PROCUREMENT ACTIVITIES REPORT**

To consider the latest Planned Procurement Activities Report (considered at Cabinet on 25 April 2023).  
Steve Sandercock, Assistant Director, Procurement, in attendance.

**49 - 64**

7 **WORK PROGRAMME**

For discussion.

8 **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).

9 **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.

10 **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'.

11 **EXCLUSION OF THE PUBLIC**

*If members wish to consider information under agenda item 14 it is recommended that members of the press and public be excluded from the meeting under Section 100A(4) of the Local Government Act 1972 on the grounds that:*

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

## **PRIVATE AGENDA**

### **12 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 30 March 2023, Committee Room 6, Council House,  
Victoria Square, B1 1BB**

**Action Notes**

---

**Present:**

Councillor Akhlaq Ahmed (Chair)

Councillors: Paul Tilsley and Ken Wood

**Also Present:**

Cllr Yvonne Mosquito, Cabinet Member for Finance and Resources

Hayley Claybrook, Planning Contributions Team

Fiona Greenway, Interim Director of Finance

Mohammed Sajid, Interim Head of Financial Strategy

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

Jayne Bowles, Scrutiny Officer

Fiona Bottrill, Senior Overview and Scrutiny Manager

---

**1. NOTICE OF RECORDING/WEBCAST**

The Chair advised that the meeting would not be webcast but was being recorded and would be uploaded to the Council's meeting You Tube site after the meeting ([www.youtube.com/channel/UCT2kT7ZRPFCXq6\\_5dnVnYlw](http://www.youtube.com/channel/UCT2kT7ZRPFCXq6_5dnVnYlw)) and that members of the press/public may record and take photographs except where there are confidential or exempt items.

**2. APOLOGIES**

Apologies were received from Councillors Bushra Bi, Meirion Jenkins, Rashad Mahmood and Hendrina Quinnen.

### 3. DECLARATIONS OF INTERESTS

Councillor Paul Tilsley asked that his standing declaration be noted (non-pecuniary interest as a member of the Birmingham Airport Board).

### 4. ACTION NOTES AND ACTION TRACKER

(See documents 1 and 2)

The Chair advised Committee that there was one outstanding action - the request for a list of property assets and planned disposals - and this was being followed up.

#### **RESOLVED:-**

- That the action notes of the meeting held on 9 February 2023 were agreed.
- That the action tracker was noted.

### 5. FINANCIAL MONITORING 2022/23 – MONTH 10

(See document 3)

Councillor Yvonne Mosquito, Cabinet Member for Finance and Resources, Fiona Greenway, Interim Director of Finance, and Mohammed Sajid, Interim Head of Financial Strategy, were in attendance for this item.

Councillor Mosquito gave a brief introduction and told the Committee that a lot of work had been done in terms of reducing the deficit, which was now down to around £3m.

Fiona Greenway then highlighted the following key points from the report:

- This report takes us up to the end of January and should give a good indication of where we should be at the end of March.
- There is currently a small year end forecast underspend of £0.8m, which is an improvement of £11.8m compared to the risk of overspend at Month 9.
- Some of the Financial Resilience Reserve has been used and most of that has been used for the cost of living crisis, which was agreed with Councillors through Cabinet and some through Council.
- They have also used what is called the Budget Smoothing Reserve to deliver savings where the timeline had not been as forecast but it had been made clear this was a one-off and the saving must be delivered in the new financial year.
- In City Operations there is a reduction in forecast overspend of £4.2m, due to a number of factors such as spend controls put in place during the year, underspend on the waste disposal contract and managing to secure a better rate of return on the electricity we sell back, therefore bringing in more income.
- There is an estimated underspend of £4.5m on Treasury Management, mainly due to borrowing costs being less than originally planned.
- This has been achieved, despite the volatility in the market, by borrowing less and securing better rates.

- They are trying to adopt an agile and flexible treasury management strategy, delaying borrowing decisions until there is a real need to borrow, and a forecast for every day of the year, updated daily.
- It was known that the rates were going to rise in the second half of the year and so some loans were taken out before that rate rise.
- At the end of last year, our average borrowing rate was 4.43% across all our debt historically and our current borrowing rate at the end of January was 4.43%.
- Looking forward, a rate of 5.25% has been built into next year's budget to make sure there is enough provision for any volatility in the market, however it is expected that rates will be lower than that.
- The strategy at the moment is to borrow less or borrow short term and not lock in a 10 year or 20 year loan until rates have dropped.

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

- **Use of Reserves** - there were concerns that reserves are being used to balance the books and those reserves can only be used once.
- It was suggested that the use of reserves should be treated like a loan, with a view to paying back the money taken out.
- A review had been undertaken of reserves which had sat on the balance sheet untouched for a number of years and where those were no longer needed they had been used to cover off pressures.
- The Budget Smoothing Reserve is in the base budget so that is more of a contingency to be used where savings are not going to plan.
- There is £134m of General Reserves still expected to be left at year end.
- It was suggested that a report just about Reserves could be brought back to Committee to explain one-off reserves, reserves replenished through the budget setting process and what the General Fund balances are which should never be touched and haven't been touched. Members agreed they would welcome this report.
- **Overspend** – it was accepted that a large part of the overspend is in Children and Families and the pressures in respect of children in care and placements, which is a national issue.
- As a council, there is a need to look at how that spend can be funded temporarily until a new budget can be put forward and around £24m has been built into the 2023/24 budget to cover that ongoing pressure.
- There has been a report to Cabinet on the renewal of the Children's Trust contract for a period of 10 years and as part of that the Council will work with the Trust to try and reduce the pressures.
- **Cost of servicing debt** – it was queried why the figure for interest and capital repayments in the annual accounts is vastly different to what we are actually paying.
- Members were told the more reliable figure is the one in the revenue monitoring and the budget.
- The figure in the annual accounts is based on accounting standards and uses something called an effective interest rate which is different to a nominal interest rate.

- It was agreed that a reconciliation of the interest payable figures in the annual accounts would be provided to Members.
- **Increase in rent arrears** – Cllr Wood referred to the increase in rent arrears, particularly with regard to bed & breakfast, some of which he believed was due to Housing Benefit not being claimed at the time people were in temporary accommodation. He had asked Housing Officers how this was being addressed and suggested that it would be helpful if Finance could add any weight to that inquiry. It was agreed this would be picked up with the relevant business partner.

**RESOLVED:-**

- That a report on Reserves would be brought to Committee.
- That a reconciliation of the interest payable figures in the annual accounts would be provided to Members.
- That the query regarding increase in rent arrears and unclaimed Housing Benefit would be picked up with the relevant business partner.
- That the report was noted.

## **6. S106 AND COMMUNITY INFRASTRUCTURE LEVY**

(See document 4)

Hayley Claybrook, Planning Contributions Team, was in attendance for this item and highlighted the following key points:

- S106 agreements have been in place since 1990 and are a negotiated agreement on major planning applications (15 units or above), negotiated as part of the planning process and must be directly related to the development or necessary to make the development acceptable and fair and reasonable. They are very much based on the individual circumstances of each planning application.
- The Community Infrastructure Levy (CIL) was introduced in 2010 and was adopted in Birmingham in 2016. This is a very different process and is set at a general level of viability across the city, so the financial viability assessment looks at very broad development types, locations and things like land values and build costs. It is tested by examination in public and comes up with a pound per square metre that is chargeable on certain developments within the city. That is why the income received will only be in certain wards where CIL was viable.
- The CIL is a mandatory charge and if there are any S106 requirements, they are negotiated post contribution for CIL.
- CIL is intended to be a more open and transparent process because it is non-negotiable, so developers can look at our GIS system and website and know what the charge is per square metre.
- On 17<sup>th</sup> March the Government launched a consultation on a national infrastructure levy which will replace S106 and CIL, however it is anticipated it could take 10 years to roll out nationally because it is such a significant change to the way planning obligations are negotiated and the way the process is done.



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

- The importance of consulting with local Councillors in relation to what is wanted in S106 agreements was raised, as S106 should be there for the benefit of the area and Councillors are best placed to know what that is.
- It was understood that all Councillors are statutory consultees on planning applications but acknowledged that there is probably work to be done so that when there is notification of a planning application in a ward which is likely to generate a S106 agreement, this is flagged with ward councillors.
- There are two planning policies which carry legal weight in terms of the negotiation of planning applications, Affordable Housing and Public Space in Residential Developments.
- There is a piece of work being done on a much bigger monitoring process in terms of not only how we monitor our agreements but what we ask for and asking for contributions in the right way for the right projects at the right time.
- It was suggested that flexibility needs to be built in as schemes can take 15 years and a lot can happen in that time, and there should be a desire to actively seek deeds of variation.
- Members were told, however, that whilst deeds of variation can be incredibly useful, there is a reliance on other parties agreeing to sign that variation and if they are not willing they are perfectly entitled to wait out the timescale and then request the funds back.
- It was pointed out that one thing we are very good at is we don't refund money. Apart from a slight refund in this current financial year, the last time was in 2012.
- A report was requested on the level of refunds and it was agreed this would be provided.

Councillor Mosquito told the Committee that she is committed to ensuring the processes for S106 and CIL are as clear as possible so Members are able to understand what can and can't be accessed and can see how the money is being used.

**RESOLVED:**

- That a report would be provided on the level of S106 refunds.
- That the report was noted.

## **7. PLANNED PROCUREMENT ACTIVITIES REPORTS**

(See documents 5 and 6)

Steve Sandercock, Assistant Director, Procurement, was in attendance on-line for this item and gave an outline of the procurement activities included in both the Key Decision and Non-Key Decision reports.

In doing so, and in response to Members' questions, the following points in particular were noted:

- **Boleyn Road Housing Development** - following a request from the opposition party, it had been agreed a full report would go to Cabinet in May or June.

- **Provisional of vehicles' (large fleet – recycling and refuse vehicles) maintenance, associated services and spare parts** – it was queried why maintenance hadn't been built in with the actual supply of the vehicles in the first place, rather than keeping it separate. It was agreed that as this was an operational issue clarification would be sought from Assistant Director, Street Scene.

**RESOLVED:-**

- That the query with regard to vehicle maintenance would be clarified with the Assistant Director, Street Scene.
- That the reports were noted.

**8. WORK PROGRAMME**

(See document 7)

It was confirmed that the report on Reserves would be scheduled for the April meeting.

The Workforce Diversity and Inclusion Dashboard had also been requested.

As the April meeting will be the last one of this municipal year, the work programme discussion at that meeting will focus on reflections of the last year and suggestions for items to be carried forward to next year.

**RESOLVED:-**

That the work programme was agreed.

**9. DATE OF THE NEXT MEETING**

Noted.

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

There had been a Request for Call In received in respect of the Boleyn Road Housing Development in the Key Decision Planned Procurement Activities Report, however following agreement that a full report would go to Cabinet in May or June, the Request for Call In had been withdrawn.

**11. OTHER URGENT BUSINESS**

None.

**12. AUTHORITY TO CHAIR AND OFFICERS**

**RESOLVED:**

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

**13. EXCLUSION OF THE PUBLIC**

N/A

**PRIVATE AGENDA**

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

N/A

---

The meeting ended at 1459 hours.



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

<b>Date</b>	<b>Agenda Item</b>	<b>Action</b>	<b>Notes</b>
30-Mar-23	Financial Monitoring 2022/23 Month 10	Report on Financial Reserves to be brought to Committee.	On the agenda for the April meeting.
		Reconciliation of the interest payable figures in the annual accounts to be provided to Members.	
		Query regarding increase in rent arrears and unclaimed Housing Benefit to be picked up with the relevant business partner.	
	S106 and Community Infrastructure Levy	Report on the level of S106 refunds to be provided to Members.	
	Planned Procurement Activities Reports	Query regarding vehicle maintenance to be clarified with the Assistant Director, Street Scene.	
09-Feb-23	Financial Monitoring 2022/23 Quarter 3/Month 9	A list of property assets and planned disposals to be provided to Committee.	
17-Nov-22	Cabinet Member for Social Justice, Community Safety and Equalities Priorities	Data to be provided showing the current percentage of interims across the JNC permanent structure	Emailed to Members on 29 <sup>th</sup> November. Further information requested.
	Financial Monitoring 2022/23 – Quarter 2	How the £5m Cost of Living Emergency Fund is being spent to be shared with Members.	Officer delegated decisions will be made available on-line for Members and the public.
06-Oct-22	Financial Monitoring 2022/23 – Month 5	Best in Class Principles to be circulated.	Emailed to Members on 11 <sup>th</sup> October.

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

<b>Date</b>	<b>Agenda Item</b>	<b>Action</b>	<b>Notes</b>
	Update on Implementation of Oracle	The value of the 7,000 invoices awaiting checking and payments to suppliers to be provided.	Emailed to Members on 24 <sup>th</sup> October.
	Progress Report on Implementation: Procurement Governance Arrangements	Quarterly reports to Cabinet on Breaches, Waivers and number of negotiated procedures to be brought to Resources O&S Committee.	First quarterly report brought to the November meeting.
28-Jul-22	Provisional Financial Outturn Report 2021/22	Director of Finance to look into the provision of Treasury Management training for all Members.	It was confirmed at the November meeting that independent treasury advisers would be carrying out this training and an email would be going out to Members.
	Financial Monitoring 2022/23 – Quarter 1	Director of Finance to provide: <ul style="list-style-type: none"> <li>• Further information on the length of electricity and fuel contracts.</li> <li>• A table that can be shared with Scrutiny Chairs to explore if there is a correlation with underspending, overspending and performance.</li> </ul>	Emailed to Members on 27 <sup>th</sup> September. Emailed to Members on 27 <sup>th</sup> September.
08-Sep-22	Cabinet Member for Finance and Resources – Portfolio Priorities	<ul style="list-style-type: none"> <li>• Interim AD, Procurement to provide clarification in relation to promoting businesses contracted by the Council that are matching pay parity with local government.</li> <li>• S106 and CIL – it was suggested that an officer from Planning attends a future meeting to explain the policy and procedure.</li> </ul>	Emailed to Members on 7 <sup>th</sup> November  Included on the work programme for the 2 <sup>nd</sup> March meeting.

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

<b>Date</b>	<b>Agenda Item</b>	<b>Action</b>	<b>Notes</b>
	Financial Monitoring 2022/23 – Month 4	Interim AD, Procurement to provide Members with information on the length of electricity and fuel contracts as previously agreed (outstanding action from the July meeting – see above).	Emailed to Members on 27 <sup>th</sup> September.
	Long Term Debt Strategy	The Cabinet Reports in respect of 9 Colmore Row and Sutton Coldfield Retail to be shared with Members.	Emailed to Members on 27 <sup>th</sup> September.





**Birmingham City Council**  
**Resources Overview and Scrutiny Committee**  
 27 April 2023



**Subject:** Reserves review  
**Report of:** Fiona Greenway, Acting Section 151 officer  
**Report author:** Peter Sebastian, Interim Head of Financial Planning

## **1 Purpose**

- 1.1 At the previous meeting of this committee, during a review of the Period 10 Monitoring Report for 2022/23, a paper was requested to assess whether the level of corporate reserves held by the Council is sufficient. This paper covers this review and looks at General Fund revenue reserves.

## **2 Recommendations**

- 2.1 Note the points made in Section 3 below, including the fact that, at present, the Council holds sufficient revenue reserves to cover expected risks.
- 2.2 Note that the reserves position will be further updated, as part of the Long Term Financial Plan (LTFP) refresh that is due to come to Cabinet this summer (as part of the normal course of business)

## **3 Review of Council reserves**

- 3.1 Every year, the finance team carries out regular reviews of reserves. This takes place as follows:
- 3.1.1 Budget-setting for the next financial year – this is based on the reserves forecast at the end of Month 9 (i.e. end of December)
  - 3.1.2 Outturn reporting – once the financial year ends, the corporate outturn report shows the final positions on reserves. This report also seeks approval from members for reserve drawdowns and contributions to top up reserves
  - 3.1.3 LTFP refresh – this usually takes place in the summer (planned for July 2023) in which the Financial Plan is reviewed and future spending risks and proposals are challenged. This will also result in an up-to-date reserve picture
- 3.2 For the 2022/23 financial year, this process has taken place as usual. At Month 10 (end of January 2023; the final monthly monitoring report before the end of

the financial year), it was forecast that total corporate General Fund revenue reserves would be £664.6m at the end of the 2022/23 financial year:

**Table 1 Forecast Reserves uses and contributions**

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

3.3 These above reserves are held for a range of reasons, which are:

Reserve	Purpose held	Type: General / earmarked (note 1)
Corporate General Fund balance	For unplanned and unforeseen circumstances	General
Delivery Plan Reserve	The Delivery Plan Reserve (DPR) has been established to enable the necessary investment required by the Council's Delivery Plan	General
Financial Resilience Reserve	<p>This is a reserve created in 2017/18 from the backdated application of a consistent Minimum Revenue Provision (MRP) policy of 2007/08 (Note 2)</p> <ul style="list-style-type: none"> <li>The change in policy has created additional revenue costs. The Council plans to release some of this reserve in line with the Council Plan and Budget 2018+ to phase in the ability to meet the additional costs. The balance of this reserve is to provide contingency fund in case the Council faces financial difficulties in the future</li> </ul>	General
Other Corporate reserves	These include reserves for Budget Smoothing (i.e. if the delivery of savings is delayed), Capital Fund (to enable flexibility around the future revenue financing costs for the capital programme), Business Rates Volatility (a contingency if business rates income falls below forecast levels), Cyclical Maintenance (to cover upgrades to council buildings, such as libraries) and Insurance	Earmarked
Grant	These reserves relate to the unused element of grant support for which the conditions of the grant are expected to be met. The reserves will be used to meet	Earmarked

	<p>future years' expenditure for the service for which the grant was awarded.</p> <p>These reserves are managed by the Directorates. The reserves will only be released following the Directorate requests being approved by the Section 151 Officer to use funding in line with grant conditions</p> <p>The Council holds various Section 106 reserves which were contributed by private companies to improve the local community. The fund must be used for the specific scheme and within the agreed timescale. If funds are not used, they need to be returned back to the contributors.</p> <p>In addition, the Council also received Highways Public Finance Initiative (PFI) grant in advance of required payments. These funds are taken to reserves to be utilised in years when annual maintenance expenditure exceeds the annual Government grant income, in line with the PFI model.</p>	
Earmarked	<p>There are some reserves which cover a wide range of services that have been set aside to support future years' service delivery. These reserves are monitored at Directorate level and can only be used for a particular purpose.</p> <p>During the annual review if it is determined earmarking is no longer necessary the reserves will be allocated to general reserves.</p>	Earmarked
Schools	The reserves are the net cumulative balances held by Council maintained schools. Under national school funding regulations, the schools are entitled to retain these balances for unexpected commitments and/or for planned school curriculum/infrastructure improvements and investment.	Earmarked
Non-schools DSG (Dedicated Schools Grant)	These are the balance unused element of the DSG that is held by the Council as opposed to Schools	Earmarked

*Note 1: General reserves are those held for unforeseen future financial pressures. Earmarked reserves are those held to either: 1) meet known future liabilities (e.g. future debt repayments; in some cases these are held for legal reasons and cannot be liquidated); or 2) to pay for future policy initiatives (which could be liquidated, noting the impact on the policy, if needed to cover future council overspends).*

*Note 2: Minimum Revenue Provision (MRP) is the revenue costs set aside to pay off capital borrowing. This is separate from the interest costs on borrowing; this is the amount to pay off the principal sum. The amount set aside depends on the length of the loan (i.e. a 20 year loan is usually repaid in 20 equal instalments).*

### 3.4 The following tests are carried out to ensure that the Council holds sufficient reserves:

- 3.4.1 General Fund balances as a percentage of net budget – this will be £38.4m on 1 April 2023. This represents around 4.5% of the Council's net General Fund budget in line with the Cabinet decision of 10 November 2020. There is no planned use of the General Fund Balance in 2023/24.

3.4.2 Financial Resilience Reserve risk assessment – within the 2023 Financial Plan, a full risk analysis was carried out to assess the full range of potential risks to the Council over the next four financial years. Each risk was quantified by likelihood of impact – for example a £10m risk with 20% probability would be assessed as a £2m weighted probability of potential impact. A total of £144m of risks (weighted probability) were identified. A 70% deflator was then applied to reflect the likelihood that not all risks will happen at the same time, leading to a total assessed risk of £42m. This is then compared to the General Fund balances (£38m as forecast for 31 March 2023, at the point the 2023/24 budget was set) and the Financial Resilience Reserve (£52.9m as forecast for 31 March 2023, at the point the 2023/24 budget was set). Further details are included in **Appendix A**.

3.5 However, whilst reserve levels are considered adequate, they require continuous monitoring. The Council cannot be complacent and must continue to maintain financial rigour, particularly with regard to delivering planned savings, accumulated debt and associated financing costs and financial income collection

3.6 Reserves are continuously reviewed. In 2022/23, the Council has been able to identify certain reserves that are no longer required, which has mitigated overspends on a one-off basis. These releases and other expected uses have been reported to Cabinet in monitoring reports over the year.

3.7 The forecast Reserves were reviewed by the Section 151 Officer and other senior finance officers as part of the compilation of the Financial Plan agreed in February 2023.

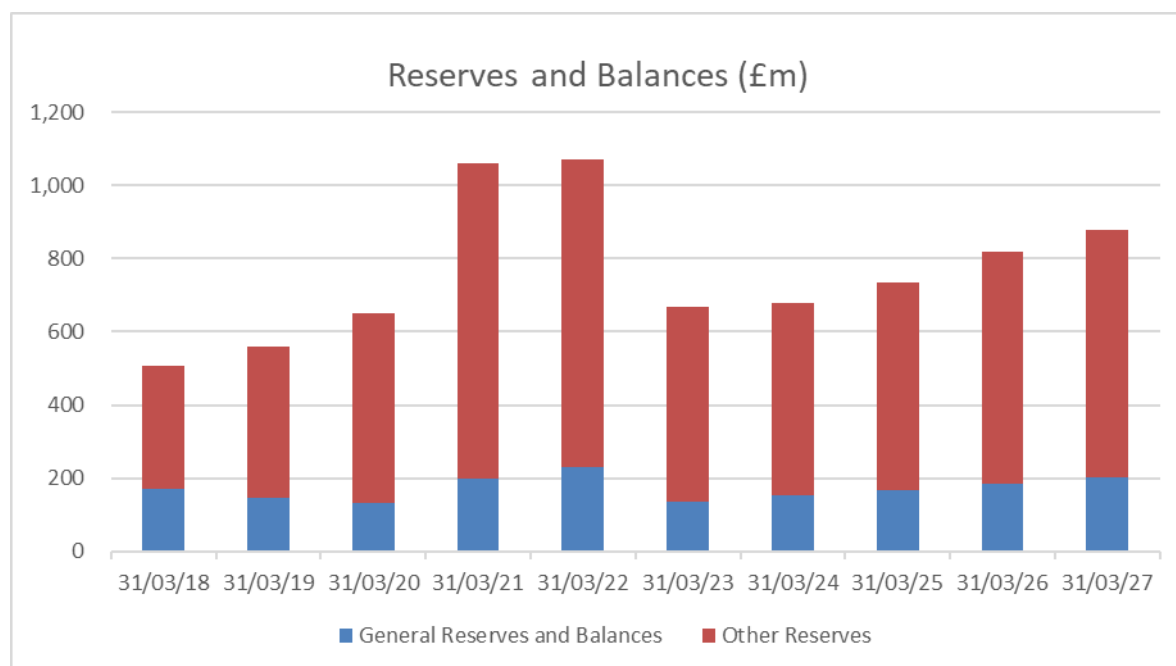
3.8 It is worth noting that the forecast reserve position in Table 1 was made at the end of January. The final reserve position will be confirmed as part of the corporate outturn report and will depend on the final level of council overspend or underspend. It is assumed that any overspends, if they materialise, would be taken from the Financial Resilience Reserve (just as any underspends or contributions not needed would be added to this reserve).

### **Plan to rebuild reserves in future years**

3.9 There are two other factors that are worth highlighting:

3.9.1 Reserve balances at the start of the 2022/23 financial year were unusually high (see Table 2). The main reasons for this relates to COVID support from central government. At the end of the 2020/21 financial year, the Council contributed a total of £371m to reserves, the largest single contribution being £178m compensation for lost business rates income. In addition, there was around £30m compensation for lost Council Tax income and £14m of unspent COVID grants brought forward. There were also significant underspends of £79m, mainly as a result of government compensation for staff costs for those officers redeployed for COVID-related work. Since then, these costs have been used to cover remaining COVID costs and, in the case of income compensation, been used to cover additional shortfalls.

**Table 2 – Reserves and balances (taken from the 2023 Financial Plan)**



**3.9.2** Over the next four financial years, the Council has approved a plan to increase reserve balances over the 2023/24 financial year and the next four financial years thereafter. This is mainly due to increased contributions to the Financial Resilience Reserve and the Budget Smoothing Reserve.

3.10 It is worth noting that the final accounts for the 2020/21 and 2021/22 financial years have not been formally signed by the auditors. If additional adjustments need to be made, this will mean that the brought forward reserve balances may need to change.

#### **4 Any Finance Implications**

4.1 Financial implications are included in the body of this report.

#### **5 Any Legal Implications**

5.1 It should be noted that the Section 151 officer has responsibility for ensuring that the Council holds sufficient reserves. The Financial Plan for 2023/24 includes a Section 25 report that assesses the robustness of estimates and adequacy of reserves. The assessment that reserves are adequate remains robust, based on present forecasts. These will be reviewed and updated as part of the Long Term Financial Plan refresh, due to Cabinet this summer.

#### **6 Any Equalities Implications**

6.1 All equalities implications have been considered when writing this report.

## **7 Appendices**

### **7.1 Appendix A – Assessment of financial risks and adequacy of reserves (taken from the 2023 Financial Plan)**

**Appendix A – Assessment of financial risks and adequacy of reserves (taken from the 2023 Financial Plan)**

Risk	Mitigation	Existing Reserve/Provision £m	Residual Risk	Maximum Impact over Medium Term Financial Plan £m	Likelihood	Probability weighted medium term potential impact £m
Business Rates income reduced by re-set, non-payment, impact of recession or appeals	The Council has employed a company to identify business rates income not being recorded	20	Company actively identifying companies not recorded on the list and therefore not in current baseline. However, pandemic has caused a backlog to accrue at VAO delaying growth to baseline. Risk will always remain in the current system. Government has announced it will freeze the business states multiplier for 2023/24. Any changes of significant scale would affect the whole of local government and would be highly likely to require government support. Currently government has delayed any change for the near future.	880	2%	18

Risk	Mitigation	Existing Reserve/Provision £m	Residual Risk	Maximum Impact over Medium Term Financial Plan £m	Likelihood	Probability weighted medium term potential impact £m
Council Tax growth and collection rates	Council Tax growth forecasts are based on the Council's approved housing forecasts and plan. Growth has been lowered to reflect the impact of COVID. Assumption that collection rates will climb back up to pre-pandemic rates		Cost of Living Crisis and recession may impact of building and collection rates	21	10%	2
Council Tax collection falls below budgeted levels producing a deficit on the Collection Fund and impact on the following years budget.	The 2022/23 budget includes an increase in collection from 96.6% in 2021/22 to 96.85% in 2022/23. Pre pandemic collection rates were set at 97.1%. So while collection rates are not yet back to pre-pandemic rates they are gradually increasing.		There remains uncertainty around collection in 2022/23.	10	20%	2



Risk	Mitigation	Existing Reserve/Provision £m	Residual Risk	Maximum Impact over Medium Term Financial Plan £m	Likelihood	Probability weighted medium term potential impact £m
Outcome of the Government Spending Review and Relevant Needs and Resources Review	The Government has announced that there will be no spending review in 2022		Risk has been pushed out beyond 2022/23 based on government announcements during 2021, settlement maybe at assumed inflation rate of 3.3%, which would be a real terms cut in funding	51	20%	10
Inflation increases at a greater rate than planned.	Generally provided for 5% inflation increase in 2023/24 within the budget on expenditure items. Contracts that run at a higher rate than the general assumption have been provided for separately in MTFP		Risk that inflation is higher than budgeted for and will therefore need to call on the Financial Resilience Reserve for funding.	20	25%	5
There is a risk that short-term and long-term interest rates rise above budgeted forecast	The Council has taken a more prudent view than various commentators over the medium term		If rates (long and short) rise higher than current market forecasts by 1% (100bp)	19	40%	8

Risk	Mitigation	Existing Reserve/Provision £m	Residual Risk	Maximum Impact over Medium Term Financial Plan £m	Likelihood	Probability weighted medium term potential impact £m
The Government has deferred making any decision on the Fair Funding Review and is now considering Local government Funding in a larger context. There remains a risk that the outcome could reduce resources available to Birmingham City Council	The Council has taken a more prudent view and reduced resources from 2025/26		The longer that Government defer the decision, the less likely that there is a residual impact as the time value of money reduces the impact	9	25%	2
There is a risk that the new PWLB lending rules exclude BCC from accessing PWLB borrowing, and BCC will have to borrow from the market at a higher rate	Capital programme investments have been reviewed to ensure they are not primarily for yield. The Financial Plan sets out clearly a policy of not investing primarily for yield. Any acquisitions will be reviewed against PWLB guidance for compliance		Nil	0		0
There is a risk that invested treasury monies are unable to be returned e.g. Icelandic Banks/BCCI	Adoption of up to date treasury management practices, regular monitoring and advice from external advisors		Low risk as continuously monitored. The Treasury Management Strategy and Policy sets limits on deposits with any single counter party	80	5%	4

<b>Risk</b>	<b>Mitigation</b>	<b>Existing Reserve/Provision £m</b>	<b>Residual Risk</b>	<b>Maximum Impact over Medium Term Financial Plan £m</b>	<b>Likelihood</b>	<b>Probability weighted medium term potential impact £m</b>
There is a risk of capital commitments being entered into with revenue implications that are not reflected in the Budget	All capital commitments must go through existing Council governance processes. Due diligence strengthened		These decisions could be agreed without full implications	100	5%	5
There is a risk in not achieving budgeted capital grants or capital receipts to fund commitment capital schemes which results in increased prudential borrowing	Property are required to provide a schedule of disposals and regular updates on progress. A prudent assessment of likely disposals is always assumed		Disposals for 2023/24 may not be achieved either at all or when expected as the market could be flooded with properties listed for sale or recession impacting on sales or market values achievable	40	30%	12
There is a risk that the Capital programme overspends in any one year and additional prudential borrowing is required in the short term	Regular capital monitoring is undertaken, robust budget setting and robust business cases supported by good project delivery.		Due to a history of slippage this risk has a very low likelihood.	20	5%	1
There is a risk of a Cyber-attack that severely disrupts operations or holds the Council to ransom	Investment and resources put into dealing with the cyber threat		The risk remains and other Councils have suffered attacks and financial consequences	40	20%	8

Risk	Mitigation	Existing Reserve/Provision £m	Residual Risk	Maximum Impact over Medium Term Financial Plan £m	Likelihood	Probability weighted medium term potential impact £m
Delivering the savings programme	A fundamental review of all savings proposals has been undertaken, there are some ambitious plans that need to be in place for the 1st April 2022		Not all listed savings will deliver a full year impact in 2022/23, resulting in a need to utilise some of the budget smoothing reserve	30	20%	6
There is a risk of demand pressures in Adult Social Care causing an overspend	Annual demography is built into the budget plus additional social care market inflation. Monthly budget monitoring would identify at an early stage any overspend, and mitigations would be expected		There is a residual risk of an Adults overspend not being contained in one year, although in recent years the service has underspent and delivered its savings target. The ongoing long term impact of Covid on the service is still unknown	80	10%	8
There is a risk of demand pressures in Children's Social Care causing an overspend in the contract payments to BCT as we see a rising number of complex cases	Annual demography is built into the budget plus additional baseline budget sufficiency sum reflected in 22/23 budget refresh. Monthly budget monitoring would identify at an early stage any overspend, and mitigations would be expected		There is a residual risk of a BCT contractual overspend not being contained in one year	20	20%	4

Risk	Mitigation	Existing Reserve/Provision £m	Residual Risk	Maximum Impact over Medium Term Financial Plan £m	Likelihood	Probability weighted medium term potential impact £m
There is a risk that SEND and Travel Assist continue to overspend	Work is underway with a CIPFA review to understand the budget in greater detail, with growth of over £19m built into the budget for 2022/23		Given the ongoing budget review work and demand in this service there is a risk that the growth built into the budget is not enough	20	20%	4
There is a risk based on recent history of City Operations Department not spending within its annual budget	Monthly budget monitoring would identify any overspend and mitigation would be expected.		Given its history of overspending there remains a residual risk in this Directorate.	15	20%	3
There is a risk of Property Services not delivering its income levels budgeted for	The MTFP and Financial Plan have been developed in line with service projections. Monthly budget monitoring would identify any overspend and mitigation would be expected		However, in the current environment income levels could remain difficult to achieve	20	10%	2

Risk	Mitigation	Existing Reserve/Provision £m	Residual Risk	Maximum Impact over Medium Term Financial Plan £m	Likelihood	Probability weighted medium term potential impact £m
There is a risk that the Highways PFI alternative arrangement will cost significantly more than the current budget provision	Re procurement is taking place now and soft market testing is underway. The service is intending to re-procure within existing external funding	200	However there remains a residual risk that the Council could be required to provide additional funding	50	50%	25
Increased Pension Contributions required	The Council agreed a three-year payment plan with the pension fund to repay the pension deficit, beginning 2020/21. Any movements would be incremental from the current agreed recovery plan.			20	25%	5

Risk	Mitigation	Existing Reserve/Provision £m	Residual Risk	Maximum Impact over Medium Term Financial Plan £m	Likelihood	Probability weighted medium term potential impact £m
Impact of COVID 19 - potential additional cost implications	Currently no Government funding for 2022/23 identified. The last Government funding as tranche 5 allocated in early 2022/23. Any unspent monies will be ring fenced and carried forwards to 2022/23	17.5	Costs exceed the remaining funding and fall on the Council's overall budget.	10	10%	1
Impact of Brexit – potential loss of grant income	There still remains some uncertainty over the Governments replacement of European Grant funding.			5	40%	2
Industrial disputes	Continuing discussions through ACAS			6	25%	2
Exceeding the 5% VAT Partial Exemption limit	Appropriate taxation advice is taken before each decision is taken		Appropriate tax advice is not taken at the outset of projects to minimise tax risks and partial exemption limits	40	10%	4

Risk	Mitigation	Existing Reserve/Provision £m	Residual Risk	Maximum Impact over Medium Term Financial Plan £m	Likelihood	Probability weighted medium term potential impact £m
Major Contract disputes	Ensure contracts are operated in accordance with the agreed Terms and Conditions. Earmarked reserves in place to mitigate impacts.			10	10%	1
Successful Equal Pay disputes	Provision has been set aside for outstanding Equal Pay claims.	270		0	0%	0
<b>Total Risk</b>						<b>144</b>

<b>70% deflator to reflect not all risks will happen at same time</b>	<b>43.2</b>
<b>General Fund Reserve</b>	<b>38.4</b>



Risk	Mitigation	Existing Reserve/Provision £m	Residual Risk	Maximum Impact over Medium Term Financial Plan £m	Likelihood	Probability weighted medium term potential impact £m
					Estimated Financial Resilience Reserve balance at 31 March 2023	52.9



# Birmingham City Council

## Resources Overview and Scrutiny Committee

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




---

**Subject:** KEY DECISION PLANNED PROCUREMENT ACTIVITIES (MAY 2023 – JULY 2023)

**Report of:** STEVE SANDERCOCK - ASSISTANT DIRECTOR – PROCUREMENT

**Report author:** Steve Sandercock - Assistant Director – Procurement

### 1 Purpose

- 1.1 This report provides details of the planned procurement activity for the period May 2023 – July 2023 which are key decisions. Planned procurement activities reported previously are not repeated in this report.

### 2 Recommendations

- 2.1 To note the reports and any findings from Cabinet.

### 3 Any Finance Implications

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

### 4 Any Legal Implications

- 4.1 Members are reminded that as a Local Authority the Council has specific duties under public sector procurement, specifically the Public Contract Regulations 2015.
- 4.2 Specific details of any implications related to public sector procurement Regulations are set out- in the individual reports appended to this report.

## **5 Any Equalities Implications**

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

## **6 Appendices**

- 6.1 Appendix 3 – Exempt Information

# Birmingham City Council

## Report to Cabinet

Date: 25<sup>th</sup> April 2023



**Subject:** KEY DECISION PLANNED PROCUREMENT  
ACTIVITIES (MAY 2023 – JULY 2023)

**Report of:** ASSISTANT DIRECTOR – PROCUREMENT

**Relevant Cabinet Member:** Councillor Yvonne Mosquito, Finance and Resources

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

**Report author:** Steve Sandercock, Assistant Director, Procurement  
Email Address: [steve.sandercock@birmingham.gov.uk](mailto:steve.sandercock@birmingham.gov.uk)

Are specific wards affected?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No – All wards affected
If yes, name(s) of ward(s):		
Is this a key decision?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, add Forward Plan Reference: 011268/2023		
Is the decision eligible for call-in?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, provide exempt information paragraph number or reason if confidential : 3. Information relating to the financial or business affairs of any particular person (including the council)		

### 1 Executive Summary

- 1.1 This report provides details of the planned procurement activity for the period May 2023 – July 2023 which are key decisions. Planned procurement activities reported previously are not repeated in this report.
- 1.2 The report enables Cabinet to identify whether any reports for procurement activities should be brought to this meeting for specific executive decision,

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

## **2 Recommendations**

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

## **3 Background**

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

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

### **4.1 The options considered are:**

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

## **5 Consultation / Engagement**

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

## **6 Risk Management**

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

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

## **7 Compliance Issues:**

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

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

### **7.2 Legal Implications**

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

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

### **7.3 Financial Implications**

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

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

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

- 7.4.1 As noted under the Legal Implications the Council has a duty to ensure that public sector procurement activity is in line with public sector legislation, specifically the Public Contracts Regulations 2015.
- 7.4.2 For each of the individual projects the specific procurement implications associated to the legislation are set out and detailed in the appendices

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

- 7.5.1 None.

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

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

### **8 Background Documents**

- 8.1 List of Appendices accompanying this Report (if any):
- 1. Appendix 1 - Planned Procurement Activity May 2023 – July 2023
  - 2. Appendix 2 – Background Briefing Paper
  - 3. Appendix 3 – Exempt Information



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

No.	Type of Report	Title of Procurement	Ref	Brief Description	Contract Duration	Directorate	Portfolio Finance and Resources Plus	Finance Officer	Contact Name	Planned CO Decision Date
1	Approval to Tender Strategy	Children and Family Weight Management Service	TBC	The service will support children identified through the NCMP process and their families to engage and access a weight management intervention. It will include a universal digital offer, providing a basic level of healthy weight management information and support, alongside a range of tailored face-to-face interventions for communities most affected by weight-related inequality.	2 years plus two further 12-month extensions	Public Health	Health and Social Care	Lee Bickerton	Joann Bradley / Mike Smith	26/05/2023
2	Approval to Tender Strategy	Metering and Billing Services (Housing Communal Areas)	TBC	The provision of Metering and Billing equipment and services for the Council's Housing Communal Heating systems in Tower Blocks.	5 years with the option to extend for a further 5 years	City Housing	Housing and Homelessness	Carl Tomlinson	Ian Morris / Dean Billingham	26/05/2023
3	Strategy / Award	Cash Collection and Cash in Transit Services	P0268_2022	A cash collection and cash in transit service is required by the Council for the secure collection and delivery of cash and cheques to and from either cash processing sites or the Council's nominated bank. The service is used by schools, leisure centres, libraries, car parks, pay & display parking meters and other areas where cash or cheques are received and then processed and income recorded.	4 years	Council Management	Finance and Resources	Lee Bickerton	Fitzroy Pencil / Harpal Gill	26/05/2023
4	Strategy / Award	Merchant Acquirer, Equipment and Gateway Payment Services	P0231_2022	Merchant Acquirer & Equipment and Gateway Payment Services are required by the Council to offer citizens the facility to make payments by debit or credit card. This could be by chip and pin (face to face), over the telephone or online.	4 years	Council Management	Finance and Resources	Lee Bickerton	Fitzroy Pencil / Harpal Gill	26/05/2023
5	Strategy / Award	Let's Connect	TBC	Let's Connect provide a Home and Technology Employee Benefit, offering our employees the latest consumer technology and homeware, spreading the cost through their pay via salary sacrifice, meaning a saving on national insurance for the individual. This proposed scheme will enable Council employees save money on purchases by spreading the cost, whilst avoiding the need to pay high interest rates from the high street on loans or credit cards and also buy-now pay-later schemes.	5 years	Council Management	Social Justice, Community Safety, and Equalities	Lee Bickerton	Blaine Steede / Richard Tibbatts	26/05/2023
6	Approval to Tender Strategy	Framework Agreement for Valuation Advice for the Right to Buy Scheme	TBC	To provide advice on the value of housing properties to support the Right to Buy scheme to enable tenants of the Council to be able to buy their home and produce the Housing Stock Valuation to inform the Council's accounts on an annual basis.	4 years	Place, Prosperity & Sustainability	Housing and Homelessness	Azhar Rafiq	Allyson Marke-Wilson / Charlie Short	01/07/2023
7	Approval to Tender Strategy	Support to Return Home from Hospital Service	TBC	The service will play a pivotal role in ensuring citizens can leave hospital at the right time, to the right place with the right support. The service will provide practical and emotional support to citizens to ensure they return home safely following a discharge from hospital or an enablement bed. This could include support around access to food and shopping, benefit maximisation, home safety and befriending.	1 year with 1 year option to extend	Adult Social Care	Health and Social Care	Neil Haddocck / Samantha Bloomfield	Sarah Feeley / Marie Kennedy	05/06/2023

## **APPENDIX 2**

### **BRIEFING NOTE ON PLANNED PROCUREMENT ACTIVITIES** **CABINET – 25<sup>th</sup> April 2023**

<b>Title of Contract</b>	<b>Children and Family Weight Management Service</b>
<b>Contact Officers</b>	<b>Director / Assistant Director:</b> Dr Justin Varney, Director, Public Health <b>Client Officer:</b> Joann Bradley, Public Health Service Lead: Children and Young People <b>Procurement Officer:</b> Mike Smith, Head of Category, People
<b>Relevant Portfolio</b>	<b>Cabinet Member for Health and Social Care, Councillor Mariam Khan</b>
Briefly describe the service required	The service will support children aged 5-12 identified through the National Child Measurement Programme (NCMP) process and their families to engage and access a weight management intervention. It will include a universal digital offer, providing a basic level of healthy weight management information and support, alongside a range of tailored face-to-face interventions for communities most affected by weight-related inequality.
What is the proposed procurement route?	To be advertised on Find a Tender, Contracts Finder and <a href="http://www.finditinbirmingham.com">www.finditinbirmingham.com</a> via the open procurement route.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	The existing contract will expire 31 <sup>st</sup> July 2023.
Will any savings be generated?	No cashable savings will be generated by this project.
Has the In-House Preferred Test been carried out?	The test demonstrated this is not suitable to be carried out in-house as the Council does not have the capacity, equipment and locality facilities required to deliver these services in the community.
How will this service assist with the Council's commitments to Route to Zero?	The procurement will provide services across the city both digitally and in local venues
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	By ensuring there is a service focus on engagement and coproduction with Black African and Black Caribbean communities, addressing the health inequalities outlined below, the proposed service lends itself to the following objectives within Everybody's Battle; Everybody's Business: <ul style="list-style-type: none"> <li>• Understand our diverse communities</li> <li>• Involve and enable our diverse communities</li> <li>• Deliver responsive services</li> </ul>
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	There is no statutory duty to provide this service however, childhood obesity is a serious and growing threat to the health and wellbeing of children and without intervention childhood obesity tends to track into adulthood. In 2021/22, Birmingham's prevalence of overweight/obese children in reception was 23.3%, higher than England at 22.3%. For year 6 it was 42.7%, again higher than compared to England at 37.8%. Levels of excess weight amongst Black African and Black Caribbean children are higher again than the national average.
What budget is the funding from for this service?	This is funded from the Public Health Grant budget.
Proposed start date and duration of the new contract	The proposed start date is 1 <sup>st</sup> August 2023 for a period of 2 years with two further 12-month extensions.

<b>Title of Contract</b>	<b>Metering and Billing Services (Housing Communal Areas)</b>
<b>Contact Officers</b>	<b>Director / Assistant Director:</b> Wayne Davies, Director Asset Management <b>Client Officer:</b> Ian Morris, Service Co-Ordinator <b>Procurement Officer:</b> Dean Billingham, Procurement Specialist – Strategic Projects (Interim)
<b>Relevant Portfolio</b>	<b>Cabinet Member for Housing and Homelessness, Councillor Sharon Thompson</b>
Briefly describe the service required	The provision of Metering and Billing equipment and services for the Council's Housing Communal Heating systems in Tower Blocks.
What is the proposed procurement route?	To be advertised on Find a Tender, Contracts Finder and <a href="http://www.finditinbirmingham.com">www.finditinbirmingham.com</a> via the open procurement route preceded by a soft Market Engagement process complying with the Public Contract Regulations.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	There are three existing contracts with Ista, Switch 2 and Energy Billing all of which are expired and rolling on. Much of the equipment provided by these suppliers is now unreliable and cannot be operated or serviced by 3 <sup>rd</sup> parties which means changing the supplier means changing the equipment as well. Due to resource capacity and changes of personnel within the service area have hampered and delayed in advancing the procurement in a timely manner which has resulted in the contract being rolled over. This compliant procurement process will look to address these matters.
Will any savings be generated?	It is unlikely there will be direct savings associated with this exercise as current rates have not changed for many years. There will also be a capital outlay or leasing arrangement for the new equipment. A customer tariff adjustment is long overdue and will be recommended following the outcomes of this process in order to offset the increased costs of the equipment, the service and the energy. There should be maintenance savings with the new equipment, but these are unquantifiable as yet and relatively small.
Has the In-House Preferred Test been carried out?	Yes, and the test demonstrated this is not suitable to be carried out in-house as the Council do not manufacture such equipment and they do not have the technical systems (software and hardware) or expertise required to provide such a service.
How will this service assist with the Council's commitments to Route to Zero?	The new equipment will provide an enhanced level of consumption, cost and carbon data monitoring for the communal heating systems at a tenancy, tower block and portfolio level which can be used by customers and housing to reduce consumptions, emissions and control costs. The equipment installed is independent of the heat generating systems and will therefore be compatible with any future modification or replacement of the central heating plant.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	There is no direct impact on Everybody's Battle, Everybody's Business from the award of this contract.
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	There is a statutory duty to provide local metering of heat consumption on communal heating systems. There is not a statutory duty to provide 'communal' heating systems, but the only alternative would be to remove the existing installations and provide local heat sources within each flat. This would be expensive and would not support the Route to Zero commitment.
What budget is the funding from for this service?	The cost will be met from the Housing budget including any costs for the re-procurement exercise.
Proposed start date and duration of the new contract	The proposed start date is 1st April 2024 for a period of 5 years with the option to extend for a further 5 years due to the specialist nature of the equipment and the service provided.

<b>Title of Contract</b>	<b>Cash Collection and Cash in Transit Services (P0268_2022)</b>
Contact Officers	<b>Director / Assistant Director:</b> Fiona Greenway, Interim Director <b>Client Officer:</b> Fitzroy Pencil, Accounts Receivable Manager <b>Procurement Officer:</b> Harpal Gill, Assistant Sub-Category Manager
<b>Relevant Portfolio</b>	<b>Cabinet Member for Finance and Resources, Councillor Yvonne Mosquito</b>
Briefly describe the service required	A cash collection and cash in transit service is required by the Council for the secure collection and delivery of cash and cheques to and from either cash processing sites or the Council's nominated bank. The service is used by schools, leisure centres, libraries, car parks, pay & display parking meters and other areas where cash or cheques are received and then processed and income recorded.
What is the proposed procurement route?	It is proposed that an award is made using the Eastern Shires Purchasing Organisation (EPSO) Cash Collection and Cash and Valuables in Transit Services Framework Agreement. The award will be made following the protocol of the Framework Agreement.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	The current contract with G4S Cash Collections UK Ltd expired on 30th September 2022, this was due to a resource capacity at the time as there was changes of personnel which resulted in the delay with the new procurement tender, however, the Supplier has continued to provide the services on the original terms.
Will any savings be generated?	No cashable savings will be generated by this project.
Has the In-House Preferred Test been carried out?	A recent review concluded that arrangements for collecting cash from street meters is not robust, safe and nor does it have the capacity to deliver internally. Further investment to remedy this situation for continuation would not be prudent. It was therefore recommended that an alternative arrangement is to be implemented as soon as practicable. This will now be included within scope of the new contract.
How will this service assist with the Council's commitments to Route to Zero?	Under the call off Contract, Suppliers are required to reduce environmental impact within the lifecycle of their Call off Contract. The successful Supplier shall be required to provide information on new or improved environmentally preferable products and demonstrate their measured progress against the Council's commitments to Route to Zero. This will be monitored through Contract management activities.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	While not directly assisting in the Everybody's Battle, Everybody's Business, Accounts Receivable is a key enabling system between the Council and the Councils cash collection provider and there are no direct implications on this contract
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	The Council does not have a statutory duty to provide this service. However, a secure and safe method is required to collect and deliver cash in line with Birmingham Audit recommendations. In addition to this the development of an effective strategy to enable the Council to collect, transit and deliver cash from and to various sites across the Council is made pursuant to the general power of competence contained in s1 Localism Act 2011.
What budget is the funding from for this service?	Costs will be contained within existing Directorates' approved budget and Schools' devolved budgets.
Proposed start date and duration of the new contract	The proposed start date is June 2023 for a period of 4 years. This is the maximum period of time permissible under the terms of the framework agreement.

<b>Title of Contract</b>	<b>Merchant Acquirer, Equipment and Gateway Payment Services (P0231_2022)</b>
Contact Officers	<b>Director / Assistant Director:</b> Fiona Greenway, Interim Director <b>Client Officer:</b> Fitzroy Pencil, Accounts Receivable Manager <b>Procurement Officer:</b> Harpal Gill, Assistant Sub-Category Manager
<b>Relevant Portfolio</b>	<b>Cabinet Member for Finance and Resources, Councillor Yvonne Mosquito</b>
Briefly describe the service required	Merchant Acquirer & Equipment and Gateway Payment Services are required by the Council to offer citizens the facility to make payments by debit or credit card. This could be by chip and pin (face to face), over the telephone or online.
What is the proposed procurement route?	The proposed route to market will be to use a compliant public sector Framework Agreement.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	The current contract with Barclays Bank Plc for Merchant Acquirer Services & Equipment and Worldpay Limited for Gateway Payment Services was awarded calling off the Crown Commercial Service (CCS) Merchant Acquirer Service Framework Agreement. The current contracts expired on 31st January 2022, this was due to a resource capacity at the time as there was changes of personnel which resulted in the delay with the new procurement tender, however the suppliers have continued to provide the services on the original terms.
Will any savings be generated?	No cashable savings will be generated by this project.
Has the In-House Preferred Test been carried out?	Yes, the test has been carried and is not suitable for an in-house service, as there are not the skills and capacity to deliver internally.
How will this service assist with the Council's commitments to Route to Zero?	As the contract will generate negligible carbon emissions as the services can be over the telephone or online there are no opportunities for this to assist with the Council's Route to Zero commitments.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	While not directly assisting in the Everybody's Battle, Everybody's Business, Accounts Receivable is a key enabling service between the Council and the Council's Merchant Acquirer & Equipment and Gateway Payment providers and the potential supplier will be accredited to Birmingham Living Wage and shall be registered and authorised by the Financial Conduct Authority (FCA).
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	The Council does not have a statutory duty to provide this service. However, in order to maximise income to the Council, it must give citizens access to make payments using a variety of methods.
What budget is the funding from for this service?	This is funded from the Directorate budgets.
Proposed start date and duration of the new contract	The proposed start date is June 2023 for a period of 4 years.

<b>Title of Contract</b>	<b>Let's Connect</b>
<b>Contact Officers</b>	<b>Director / Assistant Director:</b> Darren Hockaday, Director <b>Client Officer:</b> Blaine Steede <b>Procurement Officer:</b> Richard Tibbatts, Head of Category - Corporate
<b>Relevant Portfolio</b>	<b>Cabinet Member for Social Justice, Community Safety, and Equalities, Councillor John Cotton</b>
Briefly describe the service required	<p>With the Councils commitment to take action given the cost-of-living crisis that many colleagues are facing, People Services are seeking to reduce the costs of consumer technology and homeware, as well as improve our employee value proposition, supporting recruitment and retention of the Councils workforce.</p> <p>Let's Connect provide a Home and Technology Employee Benefit, offering our employees the latest consumer technology and homeware, spreading the cost through their pay via salary sacrifice, meaning a saving on national insurance for the individual. This proposed scheme will enable Council employees to save money on purchases by spreading the cost, whilst avoiding the need to pay high interest rates from the high street on loans or credit cards and also buy-now pay-later schemes.</p>
What is the proposed procurement route?	Direct Award via Eastern Shire Purchasing Organisation (ESPO) Framework - Lot 4, Technology products.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	This is a new requirement.
Will any savings be generated?	No cashable savings will be generated by this scheme.
Has the In-House Preferred Test been carried out?	The services provided by our preferred supplier cannot be delivered by Birmingham City Council, as described above.
How will this service assist with the Council's commitments to Route to Zero?	Not applicable.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	The scheme will provide a range of products which will be inclusive for all.
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	<p>There is no statutory duty to provide this service. However, this benefit solution will:</p> <ul style="list-style-type: none"> <li>- Support with the Council's commitment in reducing the cost of living for our employees</li> <li>- Improve our employee value proposition (EVP)</li> <li>- Support with recruitment &amp; retention</li> <li>- Enable our employees to get the latest technology while spreading the cost via salary sacrifice</li> <li>- Acts as a replacement for our out-dated computer loan scheme</li> </ul>
What budget is the funding from for this service?	This scheme is cost neutral to the council as the goods ordered will be purchased by the employees, with deductions taken from their salary.
Proposed start date and duration of the new contract	The proposed start date is June 2023 for a period of 5 years.

<b>Title of Contract</b>	<b>Framework Agreement for Valuation Advice for the Right to Buy Scheme and Housing Stock Valuation for Accounting Purposes</b>
<b>Contact Officers</b>	<b>Director / Assistant Director:</b> Kathryn James, Assistant Director, Investment and Valuation <b>Client Officer:</b> Allyson Marke-Wilson, Valuations and Acquisitions Manager <b>Procurement Officer:</b> To be allocated
<b>Relevant Portfolio</b>	<b>Cabinet Member for Housing and Homelessness</b>
Briefly describe the service required	To provide advice on the value of housing properties to support the Right to Buy scheme to enable tenants of the Council to be able to buy their home and produce the Housing Stock Valuation to inform the Councils accounts on an annual basis.
What is the proposed procurement route?	A procurement process will be undertaken and advertised in Find a Tender, Contracts Finder and <a href="http://www.finditinbirmingham.com">www.finditinbirmingham.com</a> .
What are the existing arrangements? Is there an existing contract? If so when does that expire?	There is a current contract in place with Sure Property Group Limited that expires on 26 <sup>th</sup> April 2024 for the Right to Buy Valuations and a separate contract again with Sure Property Group Limited that expires in December 2025.
Will any savings be generated?	There may be potential savings achieved by amalgamating the 2 contracts from the 1 <sup>st</sup> April 2024 as a result of this commission.
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, capability or resources within the Council for this service.
How will this service assist with the Council's commitments to Route to Zero?	Any specification will require the Council's commitments to Route to Zero to be considered, in particular to a reduction in zero emissions for transport.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	Both the Property Strategy and the Investment Strategy are designed to be fully inclusive towards the community that the City serve and with the aim of improving people's lives and the fabric of their local area.
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	There is a statutory duty on the Council to produce its accounts on an annual basis that the Housing Stock Valuation will support. The service supports the statutory duty of the Housing Act 1985 and subsequent amendments that allows the Council to sell its housing to its tenants.
What budget is the funding from for this service?	The service is funded from the Property Services, Revenue Budget that is then recharged back to the Housing Revenue Account.
Proposed start date and duration of the new contract	The proposed start is 1 <sup>st</sup> April 2024 for a duration of 4 years.

<b>Title of Contract</b>	<b>Support to Return Home from Hospital Service</b>
<b>Contact Officers</b>	<b>Director / Assistant Director:</b> Louise Collett, Assistant Director, Commissioning <b>Client Officer:</b> Sarah Feeley, Commissioning Manager <b>Procurement Officer:</b> Marie Kennedy, Sub Category Manager
<b>Relevant Portfolio</b>	<b>Cabinet Member for Health and Social Care, Councillor Mariam Khan</b>
Briefly describe the service required	The service will play a pivotal role in ensuring citizens can leave hospital at the right time, to the right place with the right support. The service will provide practical and emotional support to citizens to ensure they return home safely following a discharge from hospital or an enablement bed. This could include support around access to food and shopping, benefit maximisation, home safety and befriending.
What is the proposed procurement route?	A procurement process will be undertaken and advertised in Find a Tender, Contracts Finder and <a href="http://www.finditinbirmingham.com">www.finditinbirmingham.com</a>
What are the existing arrangements? Is there an existing contract? If so when does that expire?	There is currently a contract in place which expires on 30 <sup>th</sup> September 2023.
Will any savings be generated?	No cashable savings will be generated by this project.
Has the In-House Preferred Test been carried out?	Yes the test has been carried out - There is currently no provision within the council to provide a service of this nature. Due to the small scale of the service, it is not financially viable to look to develop an internal provision to meet this demand.
How will this service assist with the Council's commitments to Route to Zero?	The Service will be expected to contribute through the delivery of the contract, this will be able sourcing sustainable food, employing local people and reducing their own carbon footprint.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	The Service will be procured to reflect the diversity and needs of vulnerable citizens. It will be expected that the service has the ability to meet those needs through a range of methods to ensure that the service is accessible by all those that meet the criteria.
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	There is not a statutory duty to provide this service. However, the service is required to ensure that we maximise the opportunity for vulnerable citizens to be supported following a stay in hospital, this service enables discharges to take place and focuses on reducing the risk of readmission. The focus is to provide support to ensure access to food and shopping, as well as wider support to reintegrate the citizen into their local community.
What budget is the funding from for this service?	This is funded from Birmingham Better Care Fund, there is no requirement for council core funding for this service.
Proposed start date and duration of the new contract	The proposed start date is 1 October 2023 for a period of 1 year with the potential to extend for a further 1 year. This will be subject to funding availability and performance.





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

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

### 1 Introduction

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

### 2 Recommendation

- 2.1 That the Committee reviews the work programme completed during 2022/23 and recommends any issues that should be carried over or new issues to be included in the Scrutiny Work programme for 2023/24.

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

## 5 Other Meetings

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

### **Call in Meetings:**

---

*None scheduled*

### **Petitions**

---

*None scheduled*

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

---

*None scheduled*

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

## 6 Forward Plan for Cabinet Decisions

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



<b>ID Number</b>	<b>Title</b>	<b>Portfolio</b>	<b>Proposed Date of Decision</b>
010906/2023	Contract Award for the Operation and Maintenance of Tyseley ERF, Waste Transfer Stations and Household Waste Recycling Centres	Leader	25 Apr 23
011268/2023	Key Decision Planned Procurement Activities (May 2023 – July 2023)	Finance and Resources	25 Apr 23
010856/2023	Job Evaluation	Finance and Resources	16 May 23
011240/2023	Grant Funding from Government – Standing Item	Leader	16 May 23
010889/2023	The Supply of Non-Permanent Workers	Finance and Resources	16 May 23
011349/2023	Key Decision Planned Procurement Activities (June 2023 – August 2023) and Quarterly Contract Award Schedule (January 2023 – March 2023)	Finance and Resources	16 May 23
007349/2020	Waste Vehicle Replacement Programme	Environment	27 Jun 23
009483/2022	Disposal of Surplus Properties	Leader	27 Jun 23
009663/2022	Promotion of Council Owned Land within Bromsgrove	Leader	27 Jun 23
010948/2023	Effective Commissioning of Debt	Finance and Resources	25 Jul 23

## 7 Legal Implications

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

## 8 Financial Implications

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

## 9 Public Sector Equality Duty

9.1 The Council has a Public Sector Equality Duty under the Equality Act (2010) to have due regard to the need to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;



- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

9.2 The Committee should ensure that it addresses these duties by considering them during work programme development, the scoping of work, evidence gathering and making recommendations. This should include considering: How policy issues impact on different groups within the community, particularly those that share a relevant protected characteristic; Whether the impact on particular groups is fair and proportionate; Whether there is equality of access to services and fair representation of all groups within Birmingham; Whether any positive opportunities to advance equality of opportunity and/or good relations between people are being realised.

9.3 The Committee should ensure that equalities comments, and any recommendations, are based on evidence. This should include demographic and service level data and evidence of residents/service-users views gathered through consultation.

## 10 Use of Appendices

10.1 Appendix 1 – Work Programme for 2022/2023

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

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

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 19<sup>th</sup> July 2022**

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

**Date of Meeting: Thursday 8<sup>th</sup> 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 30<sup>th</sup> August 2022**

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

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

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

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

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

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

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



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

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

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

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 13<sup>th</sup> December 2022**

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

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

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

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

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

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

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

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

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

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

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  Fiona Greenway, Interim Director of Finance	None Required	
S106 and Community Infrastructure Levy (CIL)	Briefing	To understand the S106 and CIL Policy and Procedure	Hayley Claybrook, Planning Contributions Team	Hayley Claybrook, Planning Contributions Team	None Required	
Planned Procurement Activities Report	Standing Item	To note the latest Cabinet report on planned procurement activity.	Steve Sandercock, Assistant Director, Procurement	Steve Sandercock, Assistant Director, Procurement	None Required	
Work Programme Development	Decision	Approve work programme for 2022-23	Fiona Bottrill, Senior Overview and Scrutiny Manager	None	None Required	

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

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

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

Item/ Topic	Type	Aims and Objectives	Lead Officer	Witnesses	Visits	Additional Information
Financial Reserves	Briefing	To understand more about one-off reserves, reserves replenished through the budget setting process and General Fund balances	Fiona Greenway, Interim Director of Finance	TBC	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	Decision	To review the work programme completed during 2022/23 and recommend any issues that should be carried over or new issues to be included in the Scrutiny Work programme for 2023/24.	Fiona Bottrill, Senior Overview and Scrutiny Manager	None		

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

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

**TO BE SCHEDULED:**

**Items suggested for the work programme:**

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

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

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

