

Birmingham City Council

Report to Cabinet

Date: 9th February 2021



Subject: **PLANNED PROCUREMENT ACTIVITIES (MARCH 2021 – MAY 2021)**

Report of: **ASSISTANT DIRECTOR DEVELOPMENT & COMMERCIAL FINANCE**

Relevant Cabinet Member: **Councillor Tristan Chatfield, Finance and Resources**

Relevant O &S Chair(s): **Councillor Sir Albert Bore, Resources**

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

1 Executive Summary

- 1.1 This report provides details of the planned procurement activity for the period March 2021 – May 2021. 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 Notes the planned procurement activities under chief officer delegations set out in the Constitution for the period March 2021 – May 2021 as detailed in Appendix 1.

3 Background

- 3.1 At the 1 March 2016 meeting of Council changes to procurement governance were agreed which gives Chief Officers the delegated authority to approve procurement contracts up to the value of £10m over the life of the contract. Where it is likely that the award of a contract will result in staff employed by the Council transferring to the successful contract under TUPE, the contract award decision has to be made by Cabinet.
- 3.2 In line with the Procurement Governance Arrangements that form part of the Council's Constitution, this report acts as the process to inform Cabinet and the Resources Overview & Scrutiny Committee of planned procurement activities over the following quarter and to act as a sounding for Members for the planned activities where decisions are delegated to Chief Officers/Directors.
- 3.3 This report sets out the planned procurement activity over the next few months where the contract value is between the EU threshold (£181,302) and £10m. This will give members visibility of all procurement activity within these thresholds and the opportunity to identify whether any procurement reports should be brought to Cabinet for approval even though they are below the £10m delegation threshold.
- 3.4 It should be noted that the EU threshold has changed from £164,176 to £189,330 and will apply from 1st January 2020 for a period of 2 years.
- 3.5 Requests for individual procurements decision reports will be determined by Cabinet. Requests for an individual decision can be made by Cabinet, a Cabinet Member or the Chair of Resources Overview & Scrutiny Committee where they believe that there are sensitivities or requirements that necessitate a decision being made by Cabinet.
- 3.6 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.
- 3.7 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 report approved by Council Business Management Committee on 16 February 2016 set out the case for introducing this process. The options considered are:

- To refer the procurement strategy and contract award of individual procurements to Cabinet for decision.
- To continue with the existing process – 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 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 Details of all relevant implications will be included in individual reports.

7.3 Financial Implications

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

7.4 Procurement Implications (if required)

7.4.1 This is a procurement report and the implications are 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.

8 Background Documents

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

- 1. Appendix 1 - Planned Procurement Activity March 2021 – May 2021
- 2. Appendix 2 – Background Briefing Paper
- 3. Appendix 3 – Exempt Information
- 4. Appendix 4 – Notification of Minor Amendments not requiring Cabinet approval

APPENDIX 1 – PLANNED PROCUREMENT ACTIVITIES (MARCH 2021 – MAY 2021)

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
Strategy / Award	Traffic Enforcement Cameras	TBC	The road network in the city of Birmingham includes a number of bus lanes on key arterial routes and in the city centre. The maintenance of these bus lanes is the responsibility of the highway authority, the Council who is also responsible for enforcing compliance with the Traffic Regulation Orders that apply to these bus lanes. A camera enforcement solution is required to; <ul style="list-style-type: none"> •Install, maintain and support future enforcement cameras 	5 years	Inclusive Growth	Transport and Environment	Simon Ansell	Iain Davie / David Waddington	23/03/2021
Approval to Tender Strategy	Framework Agreement for Miscellaneous Drainage Works	(P0331_2021)	The works will include flood defence, property level protection / property flood resilience measures, reservoir maintenance, watercourse improvement and maintenance, environmental works, replacement and repair of general drainage infrastructure, sustainable drainage maintenance and to attract the necessary external grants / commuted sums to enable these works.	4 years	Inclusive Growth	Transport and Environment	Simon Ansell	Hannah Hogan / Iqbal Sangha / Andrea Webster	01/04/2021
Approval to Tender Strategy	Dynamic Purchasing System (DPS) for the Supply of Components for the Manufacture, Supply and Installation of Windows, Doors, Fire Doors and Associated Hardware	P0727	The supply of various ironmongery products and associated components for the manufacture and installation by Shelforce, the Council's manufacturing operation of windows, doors, fire doors and associated hardware.	5 years	Neighbourhoods	Homes and Neighbourhoods	Carl Tomlinson	Howard Trotter / Chanel Herbert	23/03/2021
Strategy / Award	Consultancy Support the Delivery of the Council's Replacement Enterprise Resource Planning (ERP) System	PQ0266	An Oracle Fusion Project advisor is required to act as their intelligent client and lead the ERP project, support the resolution of issues and develop and manage the delivery of the solution within an agreed timescale.	1 year, 3 months	Finance and Governance	Finance and Resources	Lee Bickerton	Sara Pitt	23/03/2021
Strategy / Award	Refurbishment of the Former Youth Court	TBC	There is a requirement for the former Youth Court to be refurbished and converted to the new Coroner's Court.	4 months	Neighbourhoods	Homes and Neighbourhoods	Carl Tomlinson	Lesley Steele / Charlie Short	23/03/2021
Approval to Tender Strategy	Extension to Nechells Pod, Oliver Street	TBC	There is a requirement to extend Nechells Pod to provide additional flexible space for a library and for community activities.	6 months	Neighbourhoods	Homes and Neighbourhoods	Carl Tomlinson	Lesley Steele / Charlie Short	23/03/2021
Strategy / Award	Advisory and Management Services to support Perry Barr 2040	TBC	There is a requirement for advisory and management services to support the Perry Barr 2040 programme. The services to be undertaken include: <ul style="list-style-type: none"> •Commercial, viability and asset management advice •Project management and advice to support the development of a Masterplan and Regeneration framework for the area, which will feed into a delivery plan for the PB2040 programme. •Support for the progression of the PB2040 programme to OBC stage. 	6 months	Inclusive Growth	Leader	Guy Olivant	Rebecca Farr / Charlie Short	23/03/2021
Single Contractor Negotiations	Various Insurance Policies	TBC	The extension of the contracts for the provision of insurance protection against the major insurable risks arising from the Council's activities. The replacement for the following policies: <ul style="list-style-type: none"> •Public Liability Policy •Employers Liability Policy •Motor Policy •Leaseholders Policy •Fire Policy (including terrorism) •Industrial/Commercial Policy •Property Terrorism Policy •Engineering Inspection Policy •Fidelity Guarantee 	1 year	Finance and Governance	Finance and Resources	Lee Bickerton	Matthew Davis	23/03/2021
Strategy / Award	Grounds Maintenance- Hand-Held Equipment	PQ0263	The supply and delivery of a range of hand-held grounds maintenance equipment including strimmers, blowers, hedge cutters and associated power units for use by the Council's Parks section.	2 years	Neighbourhoods	Street Scene and Parks	Carl Tomlinson	Kevin Haynes / Andrea Webster	23/03/2021
Strategy / Award	Washroom Services	P0386_2021	The Council requires the provision of the following services: <ul style="list-style-type: none"> •Waste collection and disposal services – sanitary, nappy, sharps, clinical waste •Roller towels •Hand dryers •Various Washroom equipment e.g. air fresheners, Dust/logo mats 	4 years	Finance and Governance	Finance and Resources	Lee Bickerton	Raja Chowdury	23/03/2021
Strategy / Award	SEND Home to School Transport Improvement and Transformation Support	P0730	Following an initial review of the Home to School transport service there is a further need for additional external support to implement short, medium- and long-term improvements to the service.	3 months	Education and Skills	Children's Wellbeing	John Betts	Paul Knight	23/03/2021

APPENDIX 2

BRIEFING NOTE ON PLANNED PROCUREMENT ACTIVITIES CABINET – 9th February 2021

Title of Contract	Traffic Enforcement Cameras
Director / Assistant Director	Phil Edwards, Assistant Director, Transport and Connectivity
Briefly describe the service required	<p>The road network in the city of Birmingham includes a number of bus lanes on key arterial routes and in the city centre. The maintenance of these bus lanes is the responsibility of the highway authority, the Council who is also responsible for enforcing compliance with the Traffic Regulation Orders that apply to these bus lanes. A camera enforcement solution is required to;</p> <ul style="list-style-type: none">• Install, maintain and support future enforcement cameras <p>The new contract will be opened up to allow named public sector partners to transact via the Council for these services. This aims to improve collaboration, consolidate procurement effort and provide efficiencies.</p>
How will this service assist with the Council's commitments to Route to Zero?	The provision of cameras for bus lane enforcement assists the Council in managing vehicle traffic by prioritising public transport on key roads.
Is the Council under a statutory duty to provide this service? If not what is the justification for providing it?	The Council has a statutory duty to maintain roads and managing traffic flow. The legislation relevant to this contract are; Road Traffic Regulation Act 1984, Bus Lane Contraventions (Penalty Charges, Adjudication and Enforcement) (England) Regulations 2005.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	The existing service is delivered by Siemens Mobility Ltd under the Capita Birmingham Ltd contract. This contract will expire 31st March 2021.
What budget is the funding from for this service?	This is funded from Bus Lane Enforcement Tranches budgets, including upfront capital costs of acquisition/installation and ongoing maintenance/support costs (funded through associated income generation).
What is the proposed procurement route?	A further competition exercise will be undertaken using the Crown Commercial Service – Traffic Management Technology 2 framework agreement.
If single /multiple contractor negotiations are proposed, what is the reason for not tendering the requirement, how do we ensure value for money and compliance with the Birmingham Business Charter for Social Responsibility (BBC4SR)?	Not applicable.
Proposed start date and duration of the new contract	The proposed start date is 1st April 2021 for a period of 5 years.

Title of Contract	Framework Agreement for Miscellaneous Drainage Works (P0331_2021)
Director / Assistant Director	Kevin Hicks, Assistant Director, Highways
Briefly describe the service required	Works to watercourses as part of the Council's responsibilities as Lead Local Flood Authority and Land Drainage Authority, drainage works associated with the Council as land and property owners. The works will include flood defence, property level protection / property flood resilience measures, reservoir maintenance, watercourse improvement and maintenance, environmental works, replacement and repair of general drainage infrastructure, sustainable drainage maintenance and to attract the necessary external grants / commuted sums to enable these works.
How will this service assist with the Council's commitments to Route to Zero?	The tender specification will include the requirement for the reduction of the environmental impact. The successful contractors shall be required to demonstrate their measured progress against the Council's commitments to Route to Zero.
Is the Council under a statutory duty to provide this service? If not what is the justification for providing it?	The Council has a statutory duty to carry out drainage related work under the Flood and Water Management Act 2010, the Land Drainage Act 1991 and all other relevant related drainage legislation, including all acts, regulations, instruments, directives and general guidance.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	The current Miscellaneous Drainage Works Framework Agreements expired on 25 th January 2020. Any works undertaken since this date or needing to be undertaken prior to commencement of a new contract, have been provided or will be provided under the terms and conditions of the expired contract.
What budget is the funding from for this service?	The works are financed from the Land Drainage and Flood Management budget and miscellaneous recharge to projects generally within the Inclusive Growth and Neighbourhoods Directorates.
What is the proposed procurement route?	An open procurement process below the works procurement threshold will be undertaken advertised on www.finditinbirmingham.com and Contracts Finder.
If single /multiple contractor negotiations are proposed, what is the reason for not tendering the requirement, how do we ensure value for money and compliance with the Birmingham Business Charter for Social Responsibility (BBC4SR)?	Not applicable.
Proposed start date and duration of the new contract	The proposed start date is 1 st September 2021 for a period of 4 years with a break clause at year 2.

Title of Contract	Dynamic Purchasing System (DPS) for the Supply of Components for the Manufacture, Supply and Installation of Windows, Doors, Fire Doors and Associated Hardware (P0727)
Director / Assistant Director	Rob James, Director - Neighbourhoods
Briefly describe the service required	The supply of various ironmongery products and associated components for the manufacture and installation by Shelforce, the Council's manufacturing operation of windows, doors, fire doors and associated hardware.
How will this service assist with the Council's commitments to Route to Zero?	The tender specification will include the requirement for the reduction of the environmental impact, including materials and transport.
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 supply of the materials support Shelforce in the manufacture of the products to sell to their customers.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	There are no current contracts or formal agreements in place. Goods and materials have been purchased on a non-complaint basis.
What budget is the funding from for this service?	The good and materials will be funded from Shelforce's self-funded budget.
What is the proposed procurement route?	A Dynamic Purchasing System advertised on finditinbirmingham, Find a Tender and Contracts Finder.
If single /multiple contractor negotiations are proposed, what is the reason for not tendering the requirement, how do we ensure value for money and compliance with the Birmingham Business Charter for Social Responsibility (BBC4SR)?	Not applicable.
Proposed start date and duration of the new contract	The proposed start date is 1 st June 2021 for a period of 5 years.

Title of Contract	Consultancy Support the Delivery of the Council's Replacement Enterprise Resource Planning (ERP) System (PQ0266)
Director / Assistant Director	Rebecca Hellard – Chief Finance Officer
Briefly describe the service required	An Oracle Fusion Project advisor is required to act as their intelligent client and lead the ERP project, support the resolution of issues and develop and manage the delivery of the solution within an agreed timescale.
How will this service assist with the Council's commitments to Route to Zero?	As this is a fixed term agreement for consultancy and there are no detrimental environmental impacts of this award. Consequently, this agreement will not need to assist with the Council's Route to Zero commitments.
Is the Council under a statutory duty to provide this service? If not what is the justification for providing it?	<p>The Council has statutory obligations under Section 151. More specifically the obligations of a Chief Finance Officer to ensure good financial management to safeguard value for money and operate a fit for purpose Finance service.</p> <p>The required services will ultimately support the Council's financial report requirements including the production of the Statement of Accounts, adherence to accounting standards and unqualified audit opinions through effective and timely implementation of the ERP system.</p> <p>Ameo Professional Services Ltd will be required to be certified to the Birmingham Business Charter for Social Responsibility and produce commitments proportionate to the value of the proposed contract.</p>
What are the existing arrangements? Is there an existing contract? If so when does that expire?	This is a new requirement.
What budget is the funding from for this service?	The requirement will be funded from the ERP programme budget.
What is the proposed procurement route?	A direct award to be undertaken to Ameo Professional Services Ltd using the Crown Commercial Services Management Consultancy 2 Framework.
If single /multiple contractor negotiations are proposed, what is the reason for not tendering the requirement, how do we ensure value for money and compliance with the Birmingham Business Charter for Social Responsibility (BBC4SR)?	Not applicable.
Proposed start date and duration of the new contract	The proposed start date is 1 st April 2021 for a period of 15 months.

Title of Contract	Refurbishment of the Former Youth Court
Director / Assistant Director	Rob James – Director, Neighbourhoods (Acting)
Briefly describe the service required	Cabinet approved the Full Business Case in the Purchase and Refurbishment of the Youth Court dated 21 st April 2020. There is a requirement for the former Youth Court to be refurbished and converted to the new Coroner’s Court. That report did not detail the procurement strategy and therefore approval to delegate its approval to the Chief Officer is now sought.
How will this service assist with the Council’s commitments to Route to Zero?	The tender specification will include the requirement for the reduction of the environmental impact, including materials and transport.
Is the Council under a statutory duty to provide this service? If not what is the justification for providing it?	There is not a statutory duty for this service. However, the works will support the Coroner to provide its statutory duty with the provision of additional and fit-for-purpose facilities.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	This is a new requirement.
What budget is the funding from for this service?	The requirement will be funded from the Capital Contingency allocation of the Capital Programme as outlined in the Financial Plan 2020 – 2024.
What is the proposed procurement route?	A further competition exercise will be undertaken using Constructing West Midlands 2 framework agreement.
If single /multiple contractor negotiations are proposed, what is the reason for not tendering the requirement, how do we ensure value for money and compliance with the Birmingham Business Charter for Social Responsibility (BBC4SR)?	Not applicable.
Proposed start date and duration of the new contract	The proposed start date is May 2021 for a period of 4 months.

Title of Contract	Extension to Nechells Pod, Oliver Street
Director / Assistant Director	Rob James – Director, Neighbourhoods (Acting)
Briefly describe the service required	The Cabinet Member for Finance and Resources approved the Outline Business Case for the 'Proposed Extension to Nechells Pod, Oliver Street' dated 10th July 2020. There is a requirement to extend Nechells Pod a community facility located in Oliver Street to provide additional flexible space for a library and for community activities. That report did not detail the procurement strategy and therefore approval to delegate its approval to the Chief Officer is now sought.
How will this service assist with the Council's commitments to Route to Zero?	The tender specification will include the requirement for the reduction of the environmental impact, including material and transport.
Is the Council under a statutory duty to provide this service? If not what is the justification for providing it?	There is not a statutory duty for this service. However, the works will support the Directorate to provide its statutory duty with the provision of library services.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	This is a new requirement.
What budget is the funding from for this service?	The requirement will be funded from a Capital Receipt outlined in the Financial Plan 2020 – 2024.
What is the proposed procurement route?	A procurement exercise below the works procurement threshold will be undertaken advertised on www.finditinbirmingham.com and Contracts Finder.
If single /multiple contractor negotiations are proposed, what is the reason for not tendering the requirement, how do we ensure value for money and compliance with the Birmingham Business Charter for Social Responsibility (BBC4SR)?	Not applicable.
Proposed start date and duration of the new contract	The proposed start date is July 2021 for a period of 6 months.

Title of Contract	Advisory and Management Services to support Perry Barr 2040
Director / Assistant Director	Ian Macleod – Acting Director, Inclusive Growth
Briefly describe the service required	<p>There is a requirement for advisory and management services to support the Perry Barr 2040 programme. The services to be undertaken include:</p> <ul style="list-style-type: none"> • Commercial, viability and asset management advice • Project management and advice to support the development of a Masterplan and Regeneration framework for the area, which will feed into a delivery plan for the PB2040 programme. • Support for the progression of the PB2040 programme to OBC stage. <p>There is not the capacity or skills in-house to deliver this service.</p> <p>Ove Arup & Partners Ltd has undertaken similar commissions for this complex work with satisfactory performance and has been recommended by the central government in their role as a partner in the project. Engaging another organisation would not be effective as it would result in additional time that would cost impetus for this time-critical work.</p> <p>Ove Arup and Partners Ltd is a certified signatory to the Birmingham Business Charter for Social Responsibility and will be required to provide commitments proportionate to the value of this contract.</p>
How will this service assist with the Council's commitments to Route to Zero?	The tender specification will include the requirement for the reduction of the environmental impact. The Perry Barr 2040 programme is aligned with the Route to Zero commitment, and this commission will help develop appropriate activities to support that.
Is the Council under a statutory duty to provide this service? If not what is the justification for providing it?	There is not a statutory duty for this service. However, the commission will support the Council to develop and deliver the Perry Barr 2040 programme.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	This is a new requirement.
What budget is the funding from for this service?	This service is funded from the Perry Barr Regeneration Scheme budget.
What is the proposed procurement route?	A direct award to Ove Arup and Partners Ltd will be undertaken using the Crown Commercial Service Management Consultancy 2 Framework Agreement.
If single /multiple contractor negotiations are proposed, what is the reason for not tendering the requirement, how do we ensure value for money and compliance with the Birmingham Business Charter for Social Responsibility (BBC4SR)?	Not applicable.
Proposed start date and duration of the new contract	The proposed start date is 1 st April 2021 for a period of 6 months.

Title of Contract	Various Insurance Policies
Director / Assistant Director	Sara Pitt – Assistant Director – Service Finance
Briefly describe the service required	<p>The extension of the contracts for the provision of insurance protection against the major insurable risks arising from the Council's activities. The replacement for the following policies:</p> <ul style="list-style-type: none"> • Public Liability Policy • Employers Liability Policy • Motor Policy • Leaseholders Policy • Fire Policy (including terrorism) • Industrial/Commercial Policy • Property Terrorism Policy • Engineering Inspection Policy • Fidelity Guarantee
How will this service assist with the Council's commitments to Route to Zero?	This will include the requirement for the reduction of the environmental impact.
Is the Council under a statutory duty to provide this service? If not what is the justification for providing it?	There is not a statutory duty for this service. However, insurance is required as the values at risk are too high for the Council to absorb. The arrangement of insurance is provided in support of the performance of the Council's primary functions which are contained in a raft of legislation according to the services areas in which the buildings / assets facilitate service delivery.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	The contracts for the insurances listed above will expire on 31 st March 2021.
What budget is the funding from for this service?	These is funded within a specific budget within Corporate Finance.
What is the proposed procurement route?	To enter into single contractor negotiations to the companies listed below.
If single /multiple contractor negotiations is proposed, what is the reason for not tendering the requirement, how do we ensure value for money and compliance with the Birmingham Business Charter for Social Responsibility (BBC4SR)?	<p>To enter single contractor negotiations with the following companies for the policies listed:</p> <ul style="list-style-type: none"> • Griffiths & Armour for Public Liability Policy • Zurich Municipal for Employers Liability Policy • Zurich Municipal for Motor Policy • Alford Burton for Leaseholders Policy • Zurich Municipal for Fire Policy • Zurich Municipal for Industrial and Commercial Property • Charles Taylor for Property Terrorism Policy • Zurich Municipal for Engineering Inspection Policy • Zurich Municipal for Fidelity Guarantee <p>As a consequence of COVID, the market is very uncertain with reduced insurance and reinsurance capacity driving up pricing in the short term and reduced the availability of cover. To go to market for new policies currently would expose the Council to significant premium cost and severe policy restrictions.</p> <p>The renewal of existing policies will enable an insurance strategy for the next five years to be agreed with the Council's Insurance Broker which should be reflected in the external insurance protection the Council chooses to purchase, while avoiding a significant cost increase and reduction in the breadth of cover in the insurance provided. The requirements of the Birmingham Business Charter for Social Responsibility will be incorporated with commitments proportionate to the value of each contract.</p>
Proposed start date and duration of the new contract	The proposed start date is 1 st April 2022 for a period of 12 months.

Title of Contract	Grounds Maintenance- Hand-Held Equipment (PQ0263)
Director / Assistant Director	Rob James, Director - Neighbourhoods
Briefly describe the service required	The supply and delivery of a range of hand-held grounds maintenance equipment including strimmers, blowers, hedge cutters and associated power units for use by the Council's Parks section.
How will this service assist with the Council's commitments to Route to Zero?	The tender specification will include the requirement for the reduction of the environmental impact, including materials and transport
Is the Council under a statutory duty to provide this service? If not what is the justification for providing it?	There is not a statutory duty for the supply of these products. However, having contracts in place support the Parks section to deliver their services to provide a ground maintenance service in the city.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	The existing contract for the supply and delivery of hand-held equipment expires on 31 st January 2021. Replacement equipment will be ordered following award of this contract in April 2021.
What budget is the funding from for this service?	This is funded from the Birmingham Parks and Nurseries existing approved budgets.
What is the proposed procurement route?	A further competition exercise will be undertaken using the Eastern Shires Purchasing Organisation's Grounds Maintenance Machinery Framework Agreement.
If single /multiple contractor negotiations is proposed, what is the reason for not tendering the requirement, how do we ensure value for money and compliance with the Birmingham Business Charter for Social Responsibility (BBC4SR)?	Not applicable.
Proposed start date and duration of the new contract	Proposed start date 1 st April 2021 for a duration of 2 years.

Title of Contract	Washroom Services – P0386_2021
Director / Assistant Director	Alison Jarrett – Assistant Director Development and Commercial
Briefly describe the service required	The Council requires the provision of the following services: <ul style="list-style-type: none"> • Waste collection and disposal services – sanitary, nappy, sharps, clinical waste • Roller towels • Hand dryers • Various Washroom equipment e.g. air fresheners, Dust/logo mats
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.
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	There is no direct statutory duty for this contract. However, the Council requires the services to support the provision of welfare facilities and environmental obligations under a wide range of primary legislation including: <ul style="list-style-type: none"> • The Health and Safety at Work etc Act 1974 • The Workplace (Health, Safety and Welfare) Regulations 1992 • The Water Industries Act 1991 • Environmental Protection Act 1990 • Landfill (England and Wales) Regulations 2002 • Control of Pollution Act 1974 (Section 17) • Control of Pollution (Special Waste) Regulations 2005 • The Classification, Packaging and Labelling of Dangerous Substances Regulations 2006 • Environmental Protection (Duty of Care Regulations 1991 • Hazardous Waste (England and Wales) Regulations 2005 and amended 2009 • The European Waste Catalogue 2002 • The Waste (England and Wales) Regulations 2011
What are the existing arrangements? Is there an existing contract? If so when does that expire?	The existing contract with Rentokil Initial UK Limited under the Eastern Shires Purchasing Organisation (ESPO) Framework agreement is due to expire on 30 th April 2021.
What budget is the funding from for this service?	The cost of the services and products purchased will be met from individual Directorate's approved budgets.
What is the proposed procurement route?	To award a call off contract by direct award using the ESPO Washroom Services framework agreement 239_2020. In line with the direct award criteria set out in the framework agreement the supplier with the most economically advantageous solution will be recommended for award.
If single /multiple contractor negotiations is proposed, what is the reason for not tendering the requirement, how do we ensure value for money and compliance with the Birmingham Business Charter for Social Responsibility (BBC4SR)?	Not applicable.
Proposed start date and duration of the new contract	The proposed start date is 1 st May 2021 for a period of 4 years.

APPENDIX 4

Notification of Minor Amendments

This appendix provides the rationale for minor amendments to PPAR previously agreed by Cabinet:

The existing PPAR approved on 15th December 2020 requires additional services and costs that have been identified. The additional cost is detailed in the Exempt Appendix.

Title of Contract	SEND Home to School Transport Improvement and Transformation Support (P0730)
Director / Assistant Director	Nigel Harvey-Whitten, Assistant Director, Children's Services
Briefly describe the service required	Following an initial review of the Home to School transport service there is a further need for additional external support to implement short, medium- and long-term improvements to the service.
How will this service assist with the Council's commitments to Route to Zero?	As this is a short-term requirement the services provide will not contribute to the Council's Route to Zero Commitments.
Is the Council under a statutory duty to provide this service? If not what is the justification for providing it?	Whilst the Council has no statutory duty to provide this particular requirement the Education Act 1996 places duties on the Council to make the travel arrangements that it considers necessary to facilitate the attendance of eligible children, young people and adults at their educational establishments. Therefore, this requirement for support will underpin these duties enabling direct improvements to the Council's existing travel arrangements for children.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	This is to further support in the implementation of the recommendations of the Home to School review and to develop a project management framework for the wider SEND programme.
What budget is the funding from for this service?	The service is funded from the High Needs Block – Transformation Budget – REB9K.
What is the proposed procurement route?	Following submission of a proposal it is proposed to undertake a direct award to Ernst and Young LLP using the Crown Commercial Services Management Consultancy 2 Framework.
If single /multiple contractor negotiations are proposed, what is the reason for not tendering the requirement, how do we ensure value for money and compliance with the Birmingham Business Charter for Social Responsibility (BBC4SR)?	Not applicable.
Proposed start date and duration of the new contract	The proposed start date is March 2021 for a period of 3 months.