

# Birmingham City Council

## Report to Cabinet

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



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

Are specific wards affected?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No – All wards affected
If yes, name(s) of ward(s):		
Is this a key decision?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, add Forward Plan Reference: 011117/2023		
Is the decision eligible for call-in?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, provide exempt information paragraph number or reason if confidential : 3. Information relating to the financial or business affairs of any particular person (including the council)		

### 1 Executive Summary

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

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

## **2 Recommendations**

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

## **3 Background**

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

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

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

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

## **5 Consultation / Engagement**

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

## **6 Risk Management**

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

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

## **7 Compliance Issues:**

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

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

### **7.2 Legal Implications**

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

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

### **7.3 Financial Implications**

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

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

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

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

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

- 7.5.1 None.

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

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

### **8 Background Documents**

- 8.1 List of Appendices accompanying this Report (if any):
- 1. Appendix 1 - Planned Procurement Activity April 2023 – June 2023
  - 2. Appendix 2 – Background Briefing Paper
  - 3. Appendix 3 – Exempt Information
  - 4. Appendix 4 - Minor Notification of Amendment

## APPENDIX 1 – PLANNED PROCUREMENT ACTIVITIES (APRIL 2023 – JUNE 2023)

No.	Type of Report	Title of Procurement	Ref	Brief Description	Contract Duration	Directorate	Portfolio Finance and Resources Plus	Finance Officer	Contact Name	Planned CO Decision Date
1	Approval to Tender Strategy	Rough Sleepers Initiative Voluntary Sector Services	TBC	<p>The service is to coordinate Rough Sleepers Initiative interventions, including delivery of voluntary sector services to those who are rough sleeping, have a history of rough sleeping, or are at risk of rough sleeping.</p> <p>The service will consist of one Coordinator role, and incorporate</p> <ul style="list-style-type: none"> <li>•Food Justice support services</li> <li>•Wellbeing services</li> <li>•Befriending support</li> <li>•Personalisation funds</li> </ul>	2 years	City Housing	Housing and Homelessness	Carl Tomlinson	Jasvinder Bishop / Marie Kennedy	02/05/2023
2	Strategy / Award	Travel Management Services to include the continued provision of Temporary and Emergency Accommodation	P0461_2 023	The provision of an online booking tool for all business travel requirements (rail, hotels, air travel etc) in line with the Councils travel policy. To include the continued provision of temporary & emergency accommodation when required for City Housing Services which is provided via the existing arrangement also. The advantage of combining both corporate travel & temporary & emergency accommodation is the single online booking tool, access to multiple travel products, consolidated invoicing, reporting functionality & the ability to see booking patterns etc. On the accommodation side the supplier will ensure that any minimum standards are met so properties not meeting these standards, as set by the Council these will be blocked & not visible to Council bookers.	4 years	Council Management / City Housing	Finance and Resources	Lee Bickerton / Carl Tomlinson	Andrea Webster	03/04/2023
3	Approval to Tender Strategy	Public Health Adult Weight Management Disability Service	TBC	<p>A minimum 12-week, Tier 2 NICE evidence-based weight management programme including:</p> <ul style="list-style-type: none"> <li>•A thorough assessment of the individual to understand their needs</li> <li>•Resources and programme design that is accessible for all with a disability; this includes session content, follow on content and any activities engaged in during the programme, particularly physical activity.</li> <li>•Consideration of other contributing factors such as medication/underlying health conditions and how they affect the individual and their ability to change</li> <li>•The staff who deliver the intervention must be personable and flexible in their approaches to support people.</li> <li>•Open to participants who are awaiting surgery but need to lose weight to be able to have the surgery; introductory periods and nutritional support should be provided in the first instance.</li> <li>•Partnering with local and national charities and organisations in the engagement and coproduction of this service.</li> </ul>	2 years plus 2 year option to extend	Public Health	Health and Social Care	Lee Bickerton	Juliet Grainger / Mike Smith	02/05/2023
4	Approval to Tender Strategy	Approval for Capital works to create a temporary two storey classroom block, play area and car parking to increase KS3 Provision	TBC	The hire of modular classroom units on a temporary basis for a period of 2 years whilst the permanent scheme is progressed. The works will include the delivery, installation and setup of the unit with the associated groundworks.	2 years	Children & Families	Children and Families	Clare Sandland	Zahid Mahmood / Charlie Short	08/05/2023
5	Strategy / Award	Provision of vehicles (large fleet – recycling and refuse vehicles) maintenance, associated services and spare parts	TBC	For provision of maintenance and associated services. This will include 6 weeks vehicle inspections, safety inspections, annual MOT, preventive maintenance, tachograph calibration, daily start up, ad hoc vehicle damage repair and other to ensure continuous service of their fleet.	3 years	City Operations	Environment	Carl Tomlinson	Leslie Williams / Marta Peka	02/05/2023
6	Strategy / Award	Boleyn Road Housing Development	TBC	The Boleyn Road site was appropriated into the Housing Revenue Account (HRA) from the General Fund as part of the Driving Housing Growth, Land Appropriations Report 2019 (4) on 26/03/19, for the purpose of housing development. The appropriation took place on 07/05/19 and the scheme is based on the development of 43 homes for social rent and is now ready to commence the procurement process.	2 years	Place, Prosperity and Sustainability	Housing and Homelessness	Carl Tomlinson	James Knapp / Charlie Short	24/07/2023

## **APPENDIX 2**

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

<b>Title of Contract</b>	<b>Rough Sleepers Initiative Voluntary Sector Services</b>
<b>Contact Officers</b>	<b>Director / Assistant Director:</b> Paul Langford, Interim Director Of Housing Management <b>Client Officer:</b> Jasvinder Bishop, Strategic Lead Rough Sleeping And Single Homeless <b>Procurement Officer:</b> Marie Kennedy / Manjit Samrai, Sub Category Officer
<b>Relevant Portfolio</b>	<b>Cabinet Member for Housing and Homelessness, Councillor Sharon Thompson</b>
Briefly describe the service required	<p>The service is to coordinate Rough Sleepers Initiative interventions, including delivery of voluntary sector services to those who are rough sleeping, have a history of rough sleeping, or are at risk of rough sleeping.</p> <p>The service will consist of one Coordinator role, and incorporate</p> <ul style="list-style-type: none"> <li>• Food Justice support services</li> <li>• Wellbeing services</li> <li>• Befriending support</li> <li>• Personalisation funds</li> </ul>
What is the proposed procurement route?	An open procurement exercise will be undertaken advertised in Find a Tender, Contracts Finder and <a href="http://www.finditinbirmingham.com">www.finditinbirmingham.com</a>
What are the existing arrangements? Is there an existing contract? If so when does that expire?	Existing contracts were issued on Conditions of Grant Aid basis due to the previous funding being awarded on short term, annual basis. COGA's will expire on 31 <sup>st</sup> March 2023.
Will any savings be generated?	No cashable savings will be generated by this project.
Has the In-House Preferred Test been carried out?	<p>Yes, and the test demonstrated this is not suitable to be carried out in-house.</p> <p>The service cannot be provided in house because:</p> <ul style="list-style-type: none"> <li>• The Council does not currently have the specialist skills required to provide the service</li> <li>• The Council does not have the infrastructures to support people recruited to the role (eg. specialist supervisions for those with lived experience of addictions/ mental health/ multiple disadvantage)</li> <li>• The Council would not provide value for money as many elements of the service would need to be outsourced to specialist external providers at further cost</li> <li>• The service requires close working with faith and voluntary groups, trying to improve the services they offer so interventions are more targeted, resources can be pooled and learning can be shared across the sector through peer led forums. As such the service would be better delivered by a community, faith or voluntary sector organisation rather than the local authority.</li> </ul>
How will this service assist with the Council's commitments to Route to Zero?	<p>The specification will require the service to be delivered in a way that reduces or eliminates their carbon footprint.</p> <p>Food Justice Support element of the service will work with faith and voluntary organisations to reduce food waste. The coordinator will also work with organisations to pool resources including volunteers to reduce travel emissions. They will also encourage organisations to work more locally, reducing the need for volunteers or their service users to travel longer distances.</p>
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	<p>The service will work proactively with marginalised and discriminated groups and those living with multiple disadvantage. The service will be expected to be informed by and employ people with lived experience of homelessness or multiple disadvantage. The service will pay staff in line with the Real Living Wage.</p>

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

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



<b>Title of Contract</b>	<b>Public Health Adult Weight Management Disability Service</b>
<b>Contact Officers</b>	<b>Director / Assistant Director:</b> Dr Justin Varney, Director, Public Health <b>Client Officer:</b> Juliet Grainger, Service Lead <b>Procurement Officer:</b> Mike Smith, Head of Category - People
<b>Relevant Portfolio</b>	<b>Cabinet Member for Health and Social Care, Councillor Mariam Khan</b>
Briefly describe the service required	A minimum 12-week, Tier 2 NICE evidence-based weight management programme including: <ul style="list-style-type: none"> <li>• A thorough assessment of the individual to understand their needs</li> <li>• Resources and programme design that is accessible for all with a disability; this includes session content, follow on content and any activities engaged in during the programme, particularly physical activity.</li> <li>• Consideration of other contributing factors such as medication/underlying health conditions and how they affect the individual and their ability to change</li> <li>• The staff who deliver the intervention must be personable and flexible in their approaches to support people.</li> <li>• Open to participants who are awaiting surgery but need to lose weight to be able to have the surgery; introductory periods and nutritional support should be provided in the first instance.</li> <li>• Partnering with local and national charities and organisations in the engagement and coproduction of this service.</li> </ul>
What is the proposed procurement route?	To be advertised on Find a Tender, Contracts Finder and <a href="http://www.finditinbirmingham.com">www.finditinbirmingham.com</a>
What are the existing arrangements? Is there an existing contract? If so when does that expire?	Current contracts with 3 providers expire 30 September 2023.
Will any savings be generated?	No cashable savings will be generated by this project.
Has the In-House Preferred Test been carried out?	Yes, and the test demonstrated this is not suitable to be carried out in-house as the Council does not have the capacity, equipment and locality facilities required to deliver these services in the community.
How will this service assist with the Council's commitments to Route to Zero?	Providing services across the city digitally and in local venues.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	Understand our diverse communities. The disability weight management pilot was a unique project that has developed our insights into supporting the population with disabilities who are overweight/obese to develop new health and lifestyle skills. The service is being re procured to build on these findings and continue to support our communities with disabilities.
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	The Council is not under a statutory obligation however the Percentage of adults in Birmingham (aged 18+) classified as obese 2020/21 is 27% compared with England at 25.3%.  Birmingham also had 35% higher obesity related hospital admissions in 2021/22 compared with England. Admissions were highest in populations from the south and east of the city.
What budget is the funding from for this service?	This is funded from budgets: AV0KZ ---- E00 J00000 TV5L5 JZZZ JXXX £50,000 AV0KZ ---- E00 J00000 TV5L7 JZZZ JXXX £100,000
Proposed start date and duration of the new contract	The proposed start date is 1st October 2023 for a period of 2 with an option to extend for a further 2 years subject to funding availability and satisfactory performance.

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

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

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

## Appendix 4

### Minor Notification of Amendment

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

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

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

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

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