

Birmingham City Council

Report to Cabinet

Date: 8th November 2022



Subject: KEY DECISION PLANNED PROCUREMENT
ACTIVITIES (DECEMBER 2022 – FEBRUARY 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

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: 010650/2022		
Is the decision eligible for call-in?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, provide exempt information paragraph number or reason if confidential : 3. Information relating to the financial or business affairs of any particular person (including the council)		

1 Executive Summary

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

4 Options considered and Recommended Proposal

4.1 The options considered are:

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

5 Consultation / Engagement

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

6 Risk Management

- 6.1 Members should note that in respect of any procurement projects which are sought to be referred back to Cabinet for further considerations these may impact on timescales around the delivery of those projects.
- 6.2 Details of Risk Management, Community Cohesion and Equality Act requirements will be set out in the individual reports.

7 Compliance Issues:

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

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

7.2 Legal Implications

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

7.3 Financial Implications

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

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

7.4 Procurement Implications (if required)

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

7.5 Human Resources Implications (if required)

- 7.5.1 None.

7.6 Public Sector Equality Duty

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

8 Background Documents

- 8.1 List of Appendices accompanying this Report (if any):
- 1. Appendix 1 - Planned Procurement Activity December 2022 – February 2023
 - 2. Appendix 2 – Background Briefing Paper
 - 3. Appendix 3 – Exempt Information

APPENDIX 1 – PLANNED PROCUREMENT ACTIVITIES (DECEMBER 2022 – FEBRUARY 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	Southside Public Realm Final Scheme Works	TBC	The construction works to complete the Southside Public Realm scheme, in accordance with the Full Business Case approved by the Cabinet Member for Transport and Environment and the Cabinet Member for Finance and Resources, dated 9th February 2021.	1 year, 3 months	Place, Prosperity & Sustainability	Transport	Carl Tomlinson	Jaswant Chahal / Charlie Short	09/01/2023
2	Strategy / Award	Insurance Services for Acivico and Birmingham Children's Trust	TBC	Insurance services for Birmingham Children's Trust (BCT) and Acivico to ensure they have the relevant level of cover to mitigate the risk should an incident occur. These being: •Acivico - Employers Liability incorporating Fidelity Guarantee •BCT - Combined Liability containing Employers Liability and Public Liability	3 years	Council Management	Finance and Resources	Lee Bickerton	Matthew Davis / Stuart Follows	09/01/2023
3	Approval to Tender Strategy	Clearance, Demolition and Remediation of the Bordesley Park Site	TBC	To support the regeneration of Bordesley Park, there is a requirement for the clearance of the site including tyres and waste materials, the demolition of all buildings and the remediation of the ground.	2 years	Planning, Transport and Sustainability	Transport	Carl Tomlinson	Nick Matthews / Charlie Short	19/12/2022
4	Approval to Tender Strategy	Highway Improvements at the Bordesley Park Site	TBC	To support the regeneration of Bordesley Park, there is a requirement for highway improve access within the site and junction surrounding the site.	2 years	Planning, Transport and Sustainability	Transport	Carl Tomlinson	Nick Matthews / Charlie Short	19/12/2022
5	Strategy / Award	Strategic and Technical Advice & Support for Financial Reporting	TBC	The services required relate to strategic and technical advice, as well as delivery and support, for financial reporting for the following areas: •Co-ordinate and manage the closedown of financial accounts and Value For Money assessment •Deliver and support the production of key aspects of the Statement of Accounts and support the external audit •Lead on Financial Control across the Council •Advice on accounting treatments of complex transactions •Knowledge transfer and building internal capacity •Training and development •Provide resilience in a period of change	3 years with the option to extend for a further 12 months	Council Management	Finance and Resources	Lee Bickerton	Mohammed Sajid / Richard Tibbatts	09/01/2023
6	Strategy / Award	Provision of Apprenticeship Training Services	TBC	The service is the provision of vocational training for apprentices employed by the Council and schools under the jurisdiction of the Council.	3 years	Council Management	Finance and Resources	Lee Bickerton	Louise Ward / Richard Tibbatts	19/12/2022
7	Strategy / Award	JNC executive search partner	P0993	Access to national frameworks to utilise suitable executive search partners to help fulfil Senior Leader JNC temporary, permanent, interim and fixed term Senior Leader JNC roles.	4 years	Council Management	Finance and Resources	Lee Bickerton	Heather Watt / Andrea Webster	19/12/2022
8	Strategy / Award	Washroom Services	P0386_2022	The Council requires the provision of the following services: •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	Council Management	Finance and Resources	Lee Bickerton	Jose Vitoria	16/01/2023
9	Strategy / Award	Installation of Sustainable Warmth Measures in Private Properties	TBC	The management of and installation of various improvements to owner occupied properties to deliver energy efficiency and a reduction in householders' energy bills.	1 year	City Housing	Housing	Andrew Healey	Guy Chaundy / Charlie Short	19/12/2022
10	Strategy / Award	Legal Services for Disrepair	TBC	The provision of legal consultancy services to assess claims received and manage them to conclusion.	1 year	City Housing	Housing	Andrew Healey	Gwendolyn Mayo / Lucy Ford	19/12/2022

APPENDIX 2

BRIEFING NOTE ON PLANNED PROCUREMENT ACTIVITIES **CABINET – 8th November 2022**

Title of Contract	Southside Public Realm Final Scheme Works
Contact Officers	Director / Assistant Director: Phil Edwards, Assistant Director, Place, Prosperity & Sustainability Directorate Client Officer: Jas Chahal, Transport Delivery Manager Procurement Officer: Charlie Short, Procurement Manager
Briefly describe the service required	The construction works to complete the Southside Public Realm scheme, in accordance with the Full Business Case approved by the Cabinet Member for Transport and Environment and the Cabinet Member for Finance and Resources, dated 9 th February 2021.
What is the proposed procurement route?	An open procurement process will be advertised in Find a Tender, Contracts Finder and www.finditinbirmingham.com
What are the existing arrangements? Is there an existing contract? If so when does that expire?	This is a one-off requirement.
Will any savings be generated?	No savings will be generated from this procurement process. However, modernised public realm should realise revenue saving for future maintenance.
Has the In-House Preferred Test been carried out?	Yes, and the test demonstrated this is not suitable to be carried out in-house for a construction project.
How will this service assist with the Council's commitments to Route to Zero?	The scheme will improve walking and cycling connectivity, enhanced pedestrianised public realm close to major public transport services and National Cycle Route Network. New tree planting to provide localised environmental and air quality benefits in the street scene.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	The scheme will enhance the Southside area of the city providing benefit to the vibrant local diverse communities which has been developed by engagement with Southside BID and its close links with the local businesses and community. Upgrading of street lighting, CCTV, pedestrian space, cycle route and inclusion of artwork relevant to the local community. The works contract will require the delivery of the key principles of BBC4SR including making our suppliers pay the Real Living Wage.
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	There is not a statutory duty to provide this service. However, the Southside Public Realm Final scheme is required for completion to improve the visitor experience to the city centre and assist with the facilitation of economic growth.
What budget is the funding from for this service?	The scheme will be funded from the approved Southside budget.
Proposed start date and duration of the new contract	The proposed start date is January 2024 for a period of 1 year, 3 months.

Title of Contract	Insurance Services for Acivico and Birmingham Children's Trust
Contact Officers	Director / Assistant Director: Sara Pitt – Director of Finance (Deputy Section 151 Officer) Client Officer: Matthew Davis – Insurance Manager Procurement Officer: Stuart Follows – Assistant Category Manager
Briefly describe the service required	Insurance services for Birmingham Children's Trust (BCT) and Acivico to ensure they have the relevant level of cover to mitigate the risk should an incident occur. These being: <ul style="list-style-type: none"> Acivico - Employers Liability incorporating Fidelity Guarantee (provides them an indemnity against its legal liability to compensate those employees who sustain either a personal injury or contract an illness or disease during the course of their employment that exceeds the level of self -insurance and also theft by employees and all theft of money). BCT - Combined Liability containing Employers Liability and Public Liability covering liability for injury to third parties or damage to their property in the course of the business and Professional Indemnity covering liability for professional advice given arising from building consultancy. Plus, Directors and Officers providing cover for loss arising from inadvertent wrongful act by directors or senior managers in the performance of their roles.
What is the proposed procurement route?	A procurement process will be undertaken by way of a further competition using the Crown Commercial Services (CCS) Insurances Services 3 - Dynamic Purchasing System.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	The existing contracts in place for BCT and Acivico are until 31 st March 2023 with Zurich Municipal.
Will any savings be generated?	No cashable savings are anticipated by this project with the premium dependent upon performance, wage roll and turnover.
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 the period of this contract.
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 emission for transport.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	These insurance services ensure that the two organisations have the cover to mitigate the risk of incidents and also provide a level of insurance to the employees. The process will incorporate the BBC4SR, and suppliers will need to demonstrate that the employees pay the Real Living Wage.
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	Under S.111 Local Government Act 1972, the Council has power to 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 budget is the funding from for this service?	The premiums will be funded by Birmingham Children's Trust and Acivico themselves.
Proposed start date and duration of the new contract	The proposed start date is 1 st April 2023 for a period of 3 years.

Title of Contract	Clearance, Demolition and Remediation of the Bordesley Park Site
Contact Officers	Director / Assistant Director: Ian MacLeod, Director Planning, Transport and Sustainability Client Officer: Nick Matthews, Project Delivery Manager Procurement Officer: Charlie Short, Procurement Manager
Briefly describe the service required	To support the regeneration of Bordesley Park, there is a requirement for the clearance of the site including tyres and waste materials, the demolition of all buildings and the remediation of the ground.
What is the proposed procurement route?	A procurement process will be undertaken advertised on Find a Tender, Contracts Finder and www.finditinbirmingham.com
What are the existing arrangements? Is there an existing contract? If so when does that expire?	This is a new requirement.
Will any savings be generated?	There are no cashable savings that will be realised from the award of this contract.
Has the In-House Preferred Test been carried out?	Yes, and the test demonstrated this is not suitable to be carried out in-house as there is not the resources within the Council to provide this service.
How will this service assist with the Council's commitments to Route to Zero?	The contractor will take appropriate steps in carbon reduction when delivering the highway improvement works.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	The demolition and remediation works will support the regeneration scheme in the creation of jobs in Bordesley Green which is amongst the most deprived wards in the city and has the 7th lowest average income.
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 support the regeneration of the Bordesley Park site.
What budget is the funding from for this service?	This is funded from Levelling Up Fund and Council capital match.
Proposed start date and duration of the new contract	The proposed start date is February 2023 for a period of 2 years.

Title of Contract	Highway Improvements at the Bordesley Park Site
Contact Officers	Director / Assistant Director: Ian MacLeod, Director Planning, Transport and Sustainability Client Officer: Nick Matthews, Project Delivery Manager Procurement Officer: Charlie Short, Procurement Manager
Briefly describe the service required	To support the regeneration of Bordesley Park, there is a requirement for highway improved access within the site and junction surrounding the site.
What is the proposed procurement route?	A procurement process will be undertaken advertised on Find a Tender, Contracts Finder and www.finditinbirmingham.com
What are the existing arrangements? Is there an existing contract? If so when does that expire?	This is a new requirement.
Will any savings be generated?	There are no cashable savings that will be realised from the award of this contract.
Has the In-House Preferred Test been carried out?	Yes, and the test demonstrated this is not suitable to be carried out in-house as there is not the resources within the Council to provide this service.
How will this service assist with the Council's commitments to Route to Zero?	The contractor will take appropriate steps in carbon reduction when delivering the highway improvement works.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	The highway works will support the regeneration scheme in the creation of jobs in Bordesley Green which is amongst the most deprived wards in the city and has the 7th lowest average income.
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 support the regeneration of the Bordesley Park site.
What budget is the funding from for this service?	This is funded from Levelling Up Fund and Council capital match.
Proposed start date and duration of the new contract	The proposed start date is January 2023 for a period of 2 years.

Title of Contract	Strategic and Technical Advice & Support for Financial Reporting
Contact Officers	Director / Assistant Director: Sara Pitt, Director Finance Client Officer: Mohammed Sajid, Interim Head of Financial Strategy Procurement Officer: 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"> • Co-ordinate and manage the closedown of financial accounts and Value For Money assessment • Deliver and support the production of key aspects of the Statement of Accounts and support the external audit • Lead on Financial Control across the Council • Advice on accounting treatments of complex transactions • Knowledge transfer and building internal capacity • Training and development • Provide resilience in a period of change <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.

Title of Contract	Provision of Apprenticeship Training Services
Contact Officers	Director / Assistant Director: Darren Hockaday, Director, HR and Organisation Development (interim) Client Officer: Louise Ward, Interim Apprenticeship Manager Procurement Officer: Richard Tibbatts, Head of Category - Corporate
Briefly describe the service required	The service is the provision of vocational training for apprentices employed by the Council and schools under the jurisdiction of the Council. The type of training will include business administration, customer services, facilities management, leadership and specialist areas including finance, legal, procurement, built environment. The number of providers engaged will change dependent upon demand.
What is the proposed procurement route?	To seek approval to use the Yorkshire Purchasing Organisation Apprenticeship Training framework agreement to carry out either direct award or a further competition exercise in accordance with the protocol.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	There is not a current contract in place. The existing contract expired on 20 th August 2022 and has not been reprocedured in time. However, the services have continued to be provided under Yorkshire Purchasing framework agreement whereby competition exercises for training opportunities with YPO approved providers were and continue to be carried out.
Will any savings be generated?	There is no cost for us as a business to access this service. The YPO framework charges 1% of the apprenticeship standard back to the procured training providers.
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 no skills, capacity and ability to deliver this service. To procure via our own framework this would take 6+ months and we do not have the resource or time factors to pause apprenticeship starts whilst we undergo these procurement lots of apprenticeship provision.
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?	By procuring high quality apprenticeship providers we will be asking them to work with partner organisations to access a greater pool of candidates who are diverse and reach into the communities as part of the recruitment process for new apprentices. We need to represent our community make up as 40% of our population are under 25-year-olds and our age profile is 49 as a Council. Therefore, by utilising the apprenticeship levy we are attracting early careers into the Council to change the demographics and profile of our workforce, so we are more inclusive.

Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	As a Council we pay 0.5% of our and school's PAYE as a tax into an online digital account for apprenticeship training. If we do not utilise this then it is lost back to treasury, so we need to offer this to our employees as an upskilling opportunity.
What budget is the funding from for this service?	Not required as zero costs.
Proposed start date and duration of the new contract	The proposed start date is January 2023 for a period of 3 years.

Title of Contract	JNC Executive Search Partner (P0993)
Contact Officers	Director / Assistant Director: Steve Sandercock, Assistant Director - Procurement Client Contact: Heather Watt on behalf of Darren Hockaday Procurement Officer: Andrea Webster, Procurement Manager
Briefly describe the service required	Access to national frameworks to utilise suitable executive search partners to help fulfil Senior Leader JNC temporary, permanent, interim and fixed term Senior Leader JNC roles.
What is the proposed procurement route?	It is proposed that several call-off contracts be let under national framework agreements (FA), in accordance with the ordering/award procedures of those FAs, as and when JNC roles/vacancies are identified. There are numerous owners of national FAs, Crown Commercial Services being one, but there are many more. Until JNC roles are scoped, it is not possible to identify a single FA which could provide all the skills or specialisms that are needed. It is in the knowledge that no single FA or organisation has the range and breadth of skills to fully meet the Council's diverse needs at JNC level, that flexible access to multiple frameworks and providers is required. The mobilisation of a search partner will need to be done at pace with individual appointments of work approved under delegated authority as and when required.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	There are no existing arrangements. The corporate contract for Executive Search services expired in May 2021 and was not renewed pending a decision on the preferred procurement strategy.
Will any savings be generated?	No cashable savings will be generated by this project.
Has the In-House Preferred Test been carried out?	The In-House Preferred Test has been carried out and shows that this service cannot be undertaken in house.
How will this service assist with the Council's commitments to Route to Zero?	As the contract will generate negligible carbon emissions 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?	We will continue to only work with available search partners who take our commitment to diversity seriously and are willing to provide us with appropriately diverse candidate slates + the data behind those long and shortlists of candidates. By working with a broad range of providers who have equality as one of their values, we will demonstrate our desire to recruit senior leaders from different backgrounds and positively include the in our processes.
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 is required to progress at pace to fulfil JNC appointments (temp, interim, fixed term & permanent) as and when they arise.
What budget is the funding from for this service?	This is funded from individual approved, directorate budgets.
Proposed start date and duration of the new contract	The proposed start date is 1st December 2022 for a period of 4 years.

Title of Contract	Washroom Services (P0386_2022)
Contact Officers	Director / Assistant Director: Steve Sandercock, Assistant Director – Procurement Procurement Officer: Jose Vitoria, Assistant Category Manager
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
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. This will include an assessment of framework prices of all Suppliers against the Council's current range of products/services. The combined strategy & award report will include the results of this assessment.
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 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 In-House Preferred Test has been carried out and shows that this service cannot be undertaken in house.
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. This contract will ensure that all employees and visitors, to any buildings owned by the Council or where the Council delivers its services from, do so confident that washroom services in Council buildings, and individual areas, meet all the hygiene requirements to maintain the health and wellbeing of employees and visitors.
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 these services. However, the services are required 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 Workplace (Health, Safety and Welfare) Regulations The Health and Safety at Work etc Act 1974 • 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 and amended 2014

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.
Proposed start date and duration of the new contract	The proposed start date is 1 st May 2023 for a period of 4 years.

Title of Contract	Installation of Sustainable Warmth Measures in Private Properties
Contact Officers	Director / Assistant Director: Julie Griffin, Strategic Director of City Housing Client Officer: Guy Chaundy, Senior Service Manager Procurement Officer: Charlie Short, Procurement Manager
Briefly describe the service required	Cabinet approved the delegation of Procurement Strategy in the report- Green Homes Grants Delivery Phase 2 dated 7 th September 2021. The management of and installation of various improvements to owner occupied properties to deliver energy efficiency and a reduction in householders' energy bills.
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 approved route is to use the Constructing West Midlands Framework Agreement. Due to the volumes of work and the capacity of the marketplace, there is a requirement for an alternative procurement route to enable the works to be completed to meet funding conditions.
Will any savings be generated?	No cashable savings will be generated by this project.
Has the In-House Preferred Test been carried out?	This requirement for works is not suitable to be delivered in-house.
How will this service assist with the Council's commitments to Route to Zero?	The installations assist in energy efficient savings and the reduction in carbon emissions.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	Sustainable warmth measures are available to all sections of the community who meet the requirements of the funding conditions.
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	No, there is not a statutory duty for this service. However, the works supports the government's policy and the Council's Route to Zero policy to improve sustainability in housing
What budget is the funding from for this service?	This is funded from the LAD2 (Public and Private Properties) budget.
Proposed start date and duration of the new contract	The proposed start date is December 2022 for a period of 1 year.

Title of Contract	Legal Services for Disrepair
Contact Officers	Director / Assistant Director: Julie Griffin, Strategic Director City Housing Client Officer: Gwendolyn Mayo, Business Support Manager Procurement Officer: Lucy Ford, Sub-category Manager
Briefly describe the service required	The provision of legal consultancy services to assess claims received and manage them to conclusion.
What is the proposed procurement route?	Further competition under the EM Lawshare Framework. This is a compliantly procured framework which the Council has experience using. There are a number of approved framework suppliers who could participate in the procurement.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	Existing arrangements are managed internally, there are no external contracts in place. This will be a new arrangement.
Will any savings be generated?	No cashable savings will be generated by this project.
Has the In-House Preferred Test been carried out?	Yes, however whilst In-house is the preferred solution, there is insufficient resource to manage the backlog of cases. The Council will need to recruit to the roles. Whilst recruitment is undertaken a solution is required to manage cases for the medium term.
How will this service assist with the Council's commitments to Route to Zero?	The specification will require the bidders to deliver the service in way that minimises their carbon footprint.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	It will support the Council to meet the needs of our citizens and the neighbourhoods (addressing place matters) ensuring that work in our neighbourhoods is actioned quickly giving results to all our residents. The focus is also on equity in terms of the action to rectify the cases against the council.
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 Council has a statutory obligation to carry out the repairs and maintenance of its housing stock.
What budget is the funding from for this service?	This is funded from the HRA budget.
Proposed start date and duration of the new contract	The proposed start date is January 2023 for a duration up to 1 year.