

Meeting	Cabinet Resources Committee
Date	4 November 2013
Subject	Contract Procurement Plan
Report of	Cabinet Member for Resources and Performance
Summary	This report sets out the detail of planned contract procurement activity for the financial year 2014/2015 for approval.

Officer Contributors	Kevin Bates (Head of Procurement)
Status (public or exempt)	Public
Wards Affected	All
Key Decision	No
Reason for urgency / exemption from call-in	Not applicable
Function of	Executive
Enclosures	Appendix 1 – Procurement activity by service area for 2014/15
Contact for Further Information:	Kevin Bates, Head of Procurement, 020 8359 7023

1. RECOMMENDATIONS

- 1.1 That approval be given for Officers to proceed with the contract procurement activity for the 2014/15 financial year as set out in Appendix 1 to this report subject to budget availability.**

2. RELEVANT PREVIOUS DECISIONS

- 2.1 Cabinet, 23 February 2009, Item 6 (Council Budget & Council Tax Reports, 2008/09)
- 2.2 Council, 3 March 2009, Decision 178 (Report of Cabinet 23 February 2009, Council Budget & Council Tax Reports, 2008/09)
- 2.3 Cabinet, 22 February 2010, Item 6 (Budget & Council Tax Reports, 2009/10)
- 2.4 Council, 2 March 2010, Decision 145 (Report of Cabinet 22 February 2010, Council Budget & Council Tax Reports, 2009/10)
- 2.5 Cabinet, 14 February 2011, Item 5E (Budget, Council Tax and Medium Term Financial Strategy 2011/12 – 2013/14)
- 2.6 Council, 1 March 2011, Decision 8 (Report of Cabinet 14 February 2011, Budget, Council Tax and Medium Term Financial Strategy 2011/12 – 2013/14)
- 2.7 Cabinet, 24th May 2011, Item 5 (Report of Cabinet Member for Resources and Performance - Contract Procurement Plan 2011/12)
- 2.8 Cabinet, 20th June 2012, Item 12 (Report of Cabinet Member for Resources and Performance - Contract Procurement Plan 2012/13)
- 2.9 Cabinet, 7th November 2012, Item 7 (Report of Cabinet Member for Resources and Performance - Contract Procurement Plan 2013/14)

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 3.1 The Contract Procurement Plan will enable the Council to maintain an accurate oversight of procurement activity across the full range of its services and thereby support more commercial and efficient procurement practices. In this way, the Contract Procurement Plan drives achievement of the Council's strategic objectives as set out in the Corporate Plan 2013-16 to:
- Promote responsible growth, development and success across the borough
 - Support families and individuals that need it – promoting independence, learning and well-being
 - Improve the satisfaction of residents and businesses with the London Borough of Barnet as a place to live, work and study.

and supports the One Barnet priority of 'a relentless drive for efficiency'.

- 3.2 The Council is committed to the transparency agenda. Until 2011/12, the planned procurement activity for each financial year has been scrutinised and approved by Cabinet Resources Committee as part of the annual Budget Report. In support of the Council's transparency agenda, Officers have developed a separate Contract Procurement Plan for 2014/15 for Cabinet submission as a stand-alone item. This continues to enhance its visibility and to ensure that the Council's planned procurement activity is given due consideration in the light of its importance to the successful delivery of the Council's corporate objectives and the One Barnet agenda.
- 3.3 The governance arrangements that support the procurement activity are contained within the Council's Contract Procedure Rules and supporting Code of Practice.

4. RISK MANAGEMENT ISSUES

- 4.1 If the Council does not manage the contract renewal programme effectively and efficiently it could lead to a detrimental impact on value for money and the likelihood of delivering significant procurement savings. In addition the Council will be unable to forward plan the need for appropriate resource to support the programme. Well planned processes will enable effective commercial negotiations to take place thereby driving lower costs from the portfolio of contracts put to market.

5. EQUALITIES AND DIVERSITY ISSUES

- 5.1 From 5 April 2011 the previous separate equality duties on public authorities covering race, disability and gender were replaced by a single Public Sector Equality Duty. Section 149 in Chapter 1 of Part 11 of the Equality Act 2010, is the new public sector equality duty. This Public Sector Equality Duty also extends to gender reassignment, age, sexual orientation and religion and religious belief.
- 5.2 There is a 'general duty', on public authorities to have a due regard to the need to:
- a) Eliminate unlawful discrimination, harassment, and victimisation;
 - b) Advance equality of opportunity between those covered by the Equality Act and those not covered, e.g. between disabled and non-disabled people;
 - c) Foster good relations between these groups.
- 5.3 The Act makes it clear that authorities can use procurement to drive equalities and contains a specific measure on procurement, making provision: "to enable duties to be imposed in relation to the exercise of public procurement functions".
- 5.4 The Council has a process for assessing the equalities impact of all of its activity and, in awarding any contract, Officers will ensure that the Council's approach to equalities is applied.

- 5.5 With specific regard to those contracts set out in the proposed 4 year Contract Procurement Plan, where equalities issues have a significant bearing, an equality assessment will be undertaken.
- 5.6 By section 149(2) of the Equality Act 2010, the 'general duty' also applies to 'a person, who is not a public authority but who exercises public functions and therefore must, in the exercise of those functions, have due regard to the general equality duty. This includes any organisation contracted by a local authority to provide services on its behalf. The Council will therefore take all necessary and reasonable steps to ensure that all contractors comply with this general equality duty.

6. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)

- 6.1 The costs pertaining to the contracts contained within the Appendix to this report are contained within the individual service budgets of the Council.
- 6.2 A number of savings proposals within these plans relate to opportunities driven from improved commercial settlements associated with these contracts. Delivery of these procurement related savings will be monitored throughout the financial year.

7. LEGAL ISSUES

- 7.1 No legal issues.

8. CONSTITUTIONAL POWERS (Relevant section from the Constitution, Key/Non-Key Decision)

- 8.1 Council Constitution, Responsibility for Functions – Section 4.6 details the terms of reference of the Cabinet Resources Committee.
- 8.2 The Council's Constitution (Contract Procedure Rules) sets out the authorisation process for entering contractual commitments.
- 8.3 The following is an extract from the Contract Procedure Rules contained within the Constitution as it relates to the Procurement Plan:-

"Authorisation" is the approval required before quotations or tenders for supplies, services or works may be sought in accordance with Section 7.

Section 7 outlines Authorisation Procedures, including:

- 5.1 The aim is to speed up the procurement process by removing unnecessary bureaucracy – in this case, a duplication of the authorisation process.
- 5.2 Any contract, including additions, extensions and variations, which have been included in a directorate or service's Budget and supporting plans and strategies or any other Committee approved plan is deemed as authorised irrespective of value.

- 5.3 Any contract which has not been authorised as set out in 5.2 must be Authorised as set out in Appendix 1 – Table A – Authorisation and Acceptance Thresholds”. (This details Authorisation and Acceptance Thresholds for Works, Supplies and Services).

9. BACKGROUND INFORMATION

- 9.1 The Constitutional requirement to obtain Cabinet Member or Cabinet Committee authorisation, for contract value above stated threshold, before any contractual exercises commence has in previous years been achieved mostly by the inclusion of an appendix within the budget report of the known procurement activity for the following financial year.
- 9.2 Over the last twelve months the visibility and understanding of the role that improved procurement could play in assisting the Council deliver corporate objectives in general but “better for less” services in particular has increased significantly.
- 9.3 In addition the Council has reiterated its commitment to the transparency agenda and developing processes that support this agenda.
- 9.4 As a result, the procurement plan for the next financial year of known contractual activity is being presented to Members as a report in its own right rather than an appendix within the overarching budget report.
- 9.5 This information will be used for planning procurement activity and will be published in other procurement vehicles in order to attract as much interest from the market as possible.
- 9.6 The data contained within the procurement plan is also used as the basis of the Council’s first Corporate Contract Register.

10. LIST OF BACKGROUND PAPERS

- 10.1 None.

Cleared by Finance (Officer’s initials)	JH
Cleared by Legal (Officer’s initials)	SD

Appendix 1

Directorate	Contract Name / description	Total Contract Value including extensions
Adults & Communities	Home and Community Meals	£ 930,000
Adults & Communities	Residential and Nursing Care for Older People	£ 60,000,000
Adults & Communities	Complex Residential and Nursing Care, including support for Mental Health, Drug and Alcohol, Autism, Learning Disability, Physical / Sensory Impairment and Complex needs, and including complex out of borough placements	£ 60,000,000
Adults & Communities	Wellbeing and Prevention Services Programme	£ 950,000
Adults & Communities	Innovation and Market Development Programme	£ 250,000
Adults & Communities	Workforce Development	£ 270,000
Adults & Communities	Telecare	£ 500,000
Adults & Communities	Community Advice Services	£ 1,000,000
Adults & Communities	Peer Support Brokerage	£ 330,000
Adults & Communities	User Controlled Information, Advice, Advocacy and Brokerage Services	£ 1,000,000
Adults & Communities	Community Equipment	£ 3,500,000
Adults & Communities	Community Pharmacy	£ 100,000
Adults & Communities	Pre-Paid Cards	£ 50,000
Adults & Communities	Leisure Services	£ 100,000,000
Adults & Communities	Funeral Service	£ 50,000
Adults & Communities	Registrars	£ 75,000
Adults & Communities	Best Interest Assessors	£ 75,000
Adults & Communities	Ageing Well Programme	£ 200,000
Adults & Communities	Carers Support Programme	£ 400,000
Adults & Communities	Dementia Café	£ 70,000
Adults & Communities	Improving Access to Information	£ 160,000
Adults & Communities	Stroke Co-ordinator	£ 30,000
Adults & Communities	Independent Support Planners	£ 40,000
Adults & Communities	Sign Language and Interpreting Support (BSL)	£ 30,000
Adults & Communities	Construction and Refurbishment of Council Buildings (Adults)	£ 750,000
Adults & Communities	Consultancy - specialist research and analysis to support commissioning	£ 150,000
Adults & Communities	Community Safety support services	£ 250,000
Adults & Communities	Winter Well Programme	£ 60,000
Adults & Communities	Occupational Therapy equipment and installations	£ 50,000
Adults & Communities	Carers Support	£ 1,600,000
Adults & Communities	Telecoms and Data Line Rental	£ 150,000
Adults & Communities	Enablement	£ 16,000,000
Adults & Communities	Home and Community Support Services and Day Care	£ 48,000,000
Adults & Communities	Specialist Cleaning Services	£ 75,000
Public Health	Barnet Drug and Alcohol Service: Prescribing. GP chaired care scheme	£ 1,202,224
Public Health	The Recovery Centre: Drug and Alcohol Open Access. Drug intervention programme (DIP)	£ 1,049,540
Public Health	Barnet Alcohol Community Team: Alcohol A&E hospital liaison	£ 167,000
Public Health	HAB: Day care centre (support for drug and alcohol clients)	£ 35,000
Public Health	Case Management System	£ 23,000
Public Health	PH services for 5-19: School Nursing Service and National Child Measurement Programme	£ 983,508
Public Health	Smoking Cessation Service	£ 336,887
Public Health	Family Planning; Contraceptive and Sexual Health (CaSH) services	£ 919,555
Public Health	Gentiourinary Medicine Services	£ 2,365,990
Public Health	Open access services	£ 67,742
Public Health	Wellbeing and health including leisure and sport activity	£ 1,500,000

Directorate	Contract Name / description	Total Contract Value including extensions
Children's Service	ICT Systems & Tools (e.g. Database, Licences) for Childrens Services	£ 1,500,000
Children's Service	Library Refurbishment	£ 1,305,000
Children's Service	Children's Centre Building and Grounds Maintenance	£ 54,000
Children's Service	Inclusion capital project	£ 455,000
Children's Service	Children's Centre Cleaning Services and Materials	£ 29,000
Children's Service	Specialist Library Furniture	£ 24,000
Children's Service	VENDING MACHINES Incl. Maintenance	£ 112,000
Children's Service	Inter-loan Transport Services	£ 20,000
Children's Service	Specialist Records Retention	£ 12,000
Children's Service	CATERING Food and Consumables	£ 13,054,000
Children's Service	Domestic Violence	£ 3,104,000
Children's Service	DV Assessments	£ 1,000,000
Children's Service	Prepaid debit cards	£ 24,000
Children's Service	Advertising for Foster Carers and Adopters at tube / train stations and on the back of buses + local papers (the Times Group)	£ 700,000
Children's Service	Children's Centre Advertising	£ 15,000
Children's Service	independent social workers (ISWs) to do fostering and adoption assessment work	£ 600,000
Children's Service	Barnet Means Business - Business Support	£ 45,000
Children's Service	Audience Research	£ 10,000
Children's Service	Investigation Officers for Social Care Complaints	£ 20,000
Children's Service	Educational Visits Advice & Guidance	£ 20,000
Children's Service	Duke of Edinburgh Award	£ 1,000,000
Children's Service	Service to provide appropriate adults out of hours for Young people at police station	£ 48,000
Children's Service	Independent Visitors scheme	£ 60,000
Children's Service	Advisory Support in Schools	£ 765,000
Children's Service	Language Support Assistance	£ 360,000
Children's Service	Independent Travel Training	£ 100,000
Children's Service	To provide information ,advise & guidance LDD	£ 900,000
Children's Service	Client Aids for Complex Needs Children	£ 80,000
Children's Service	BOOKS & PUBLICATIONS, including Library Resources/materials	£ 2,334,000
Children's Service	Youth Homelessness	£ 532,980
Children's Service	Positive Activity Programme	£ 400,000
Children's Service	LAC Residential Placements via London Care Placements, West London Alliance, Barnet's Approved List and Spot Purchased	£ 3,000,000
Children's Service	LAC External Fostering Placements via London Care Placements, West London Alliance, Barnet's Approved List and Spot Purchased	£ 2,000,000
Children's Service	Parent and Child Placement via London Care Placements, Barnet's Approved List and Spot Purchased	£ 400,000
Children's Service	Semi-independent Provision via Barnet's Approved List, WLA and spot purchased	£ 200,000
Children's Service	Day and residential respite	£ 575,000
Children's Service	Day and residential respite	£ 400,000
Children's Service	Specialist work with young people at risk of sexual exploitation	£ 16,000
Children's Service	Advocacy Services	£ 500,000
Children's Service	Post Adoption Service	£ 60,000
Children's Service	YOUTH SERVICES - Positive Activity Programmes	£ 325,000
Children's Service	FAMILY SUPPORT	£ 1,150,000
Children's Service	SPECIAL NEEDS (Incl.Placement/Provision/Therapy)	£ 17,800,000
Children's Service	CHILDREN CENTRE RESOURCES (Incl. educational resources/clothing)	£ 260,000
Children's Service	Mobile Library Vehicle	£ 125,000
Children's Service	EVENTS (Incl. Venues, Festivals, conferences to support Childrens Services)	£ 400,000
Children's Service	Children's Service Voluntary Support	£ 250,000

Directorate	Contract Name / description	Total Contract Value including extensions
Streetscene	Maintenance of borough owned trees	£ 3,000,000
Streetscene	Collection and disposal of nuisance vehicles	£ 100,000
Streetscene	collection and storage of Stray dogs SLA	£ 35,000
Streetscene	purchase of refuse containers	£ 68,913
Streetscene	refurbished bin spares	£ 42,763
Streetscene	supply of metal wheeled bins	£ 104,000
Streetscene	supply of green recycling sacks	£ 59,340
Streetscene	supply of street scene PPE	£ 500,000
Streetscene	purchase of road salt	£ 200,000
Streetscene	Provision of Locksmith services for Greenspaces	£ 104,000
Streetscene	Provision of seasonal bedding (civic Bedding)	£ 33,768
Streetscene	Collection and disposal of Hazardous Waste	£ 116,175
Streetscene	Design of landscape and architect services for open spaces/play areas	£ 100,000
Streetscene	Provision of support to develop friends and residents groups to undertake a	£ 50,000
Streetscene	Draw from a framework of consultants to aid specific grant applications and	£ 75,000
Streetscene	road/footway/court surfaces - repairs and installation	£ 2,000,000
Streetscene	New booking and lettings system (parks sports)	£ 40,000
Streetscene	Electrical repairs and maintenance	£ 80,000
Streetscene	building repairs, maintenance and other works	£ 100,000
Streetscene	installation and repairs of fencing, bollards. Allotment maintenance works	£ 50,000
Streetscene	Maintenance and supply of 2 stroke and pedestrian machinery	£ 100,000
Streetscene	Supply of materials and chemicals	£ 150,000
Streetscene	supply of hand tools, supplies and equipment	£ 170,000
Streetscene	Supply of bins for parks & streets	£ 100,000
Streetscene	Supply and maintenance of Park/street furniture	£ 150,000
Streetscene	supply of plants, bulbs, grounds maintenance goods and materials	£ 170,000
Streetscene	maintenance and repair of sprinklers and irrigation systems	£ 30,000
Streetscene	Clean surfaces esp pavements of grime, chewing gum etc	£ 175,000
Streetscene	Supply of play bark	£ 40,000
Streetscene	Supply and delivery of hot asphalt	£ 47,000
Streetscene	supply of various use collection sacks	£ 52,000
Streetscene	support and licensing of existing Refuse vehicle technology	£ 50,000
Streetscene	Food waste bins for housing flat	£ 410,000
Streetscene	purchase of flat food waste collection vehicle	£ 150,000
Streetscene	health and safety training for Streetscene services	£ 200,000
Streetscene	supply of gardening services inc installation and repairs	£ 160,000
Streetscene	Countryside Management Operations	£ 175,000
Streetscene	Supply of benches & furniture	£ 100,000
Streetscene	Supply of Street Orderly barrows	£ 20,000
Streetscene	Inspection and maintenance database for Greenspaces & Streets	£ 50,000
Streetscene	metal Fabrication	£ 85,500
Streetscene	Supply of Plastic Bins	£ 106,000
Streetscene	Liquid Fuel (split, Red Deisel;Petrol;Gas Oil)	£ 1,800,000
Streetscene	Parking Meters	£ 146,000
Streetscene	IT for transport route system	£ 30,000
Streetscene	DLO asphalt hot	£ 45,000
Streetscene	DLO Sign shop Alloys	£ 60,000
Streetscene	DLO sign shop plastics	£ 24,000
Streetscene	DLO asphalt cold	£ 10,000
Streetscene	DLO Protective equipment	£ 20,000
Streetscene	invasive weed control	£ 40,000
Streetscene	in-house service provision for bin refurbishment	£ 20,000
Streetscene	interactive whiteboard and software	£ 10,000
Streetscene	allotment water infrastructure compliance	£ 250,000
Streetscene	Allotment infrastructure works	£ 300,000
Streetscene	Environmental Consultancy services	£ 150,000
Streetscene	Reward incentive Scheme	£ 1,200,000
Streetscene	Disposal of recycling and Green waste	£ 500,000
Streetscene	Maintenance of Vehicle Radio Equipment	£ 15,000
Streetscene	Disposal of Green waste (Street Scene/Grounds Maintenance)	£ 30,000
Streetscene	Supply of Salt/Grit	£ 200,000
Streetscene	Supply and/or maintenance of grass cutting machinery and equipment	£ 600,000
Streetscene	Supply and/or maintenance of vehicles	£ 600,000

Directorate	Contract Name / description	Total Contract Value including extensions
Comissioning Group	Package of support for 18-24 year old new benefit claimants moving onto Universal Credit.	£ 150,000
Comissioning Group	Package of support for Barnet benefit claimants moving onto Universal Credit.	£ 150,000
Commissioning Group	E-learning system	£ 80,000
Commissioning Group	CLAS consultancy	£ 10,000
Commissioning Group	Investment Advisers	£ 100,000
CSG	Machine Repair & Maintenance	£ 225,000
CSG	Printing Requirements (Incl. Specialist Print/Laminating)	£ 328,500
CSG	Postage	£ 3,000,000
CSG	Stationery	£ 750,000
CSG	Mobile Phones	£ 1,200,000
CSG	Pension Fund and Performance Management, including Investigations	£ 1,500,000
CSG	Primary School Places - Modifications	£ 6,000,000
CSG	Primary School Places - Adaptions	£ 4,000,000
CSG	Primary School Places - Temporary Classrooms	£ 2,000,000
CSG	Libraries - modernisation and maintenance works	£ 2,000,000
CSG	Statutory compliance works	£ 2,000,000
CSG	War memorial / cemetaries - maintenance works	£ 150,000
CSG	Depot Relocation Contractors	£ 20,000,000
CSG	Depot Relocation Technical Services	£ 1,000,000
CSG	2015 School New Build & Expansion Programme Technical Services	£ 4,000,000
CSG	2015 School New Build & Expansion Programme Contractors	£ 40,000,000
CSG	Copthall PSAO Depot Technical Services	£ 500,000
CSG	Copthall PSAO Depot Contractors	£ 5,000,000
CSG	School Condition Surveys	£ 700,000
Environmental Health	GLA Mayors clean air fund air quality projects	£ 260,000
Environmental Health	Air quality Monitoring station validation of data and repair and maintenance	£ 60,000
Environmental Health	Pest control treatment supplies and equipment	£ 60,000
Environmental Health	Contractors to undertake work in default (including giving evidence in court relating to reasonable cost as necessary),renovation/conversion work including gas/electrical/structural work,disabled adaptation of property (internal and external), Decent Homes work, security improvements	£ 3,000,000
Environmental Health	Surveying assistance for work in default,self funders, empty property renovation works,disabled adaptations, minor works grants e.g. Decent Homes, security improvements etc, reasonable cost assessments, party wall act agreements, planning/building control applications.	£ 1,700,000
Environmental Health	Framework contract for lifts and hoists.	£ 230,000
Environmental Health	Care & Repair Service	£ 100,000
Environmental Health	Works in default (Bldg maintenance)	£ 20,000