



**Telford & Wrekin**  
**C O U N C I L**

**Addenbrooke House Ironmasters Way Telford TF3 4NT**

## **CABINET**

Date **Thursday 10<sup>th</sup> December 2015** Time **5.00pm**  
Venue **Meeting Room G3/G4, Addenbrooke House, Ironmasters Way, Telford, TF3 4NT**

### **Enquiries Regarding this Agenda:**

Democratic Services	Phil Smith	01952 383211
Media Enquiries	Corporate Communications Manager	01952 382403
Lead Officer	Richard Partington, Managing Director	01952 380102

### **Cabinet Members:**

Cllr K Sahota	Leader
Cllr R Overton	Deputy Leader & Housing, Public Health & Protection
Cllr L Carter	Council Finance & Service Delivery
Cllr E Clare	Leisure Services & Culture
Cllr S Davies	Business, Neighbourhood & Customer Services
Cllr A England	Adult Social Care
Cllr A McClements	Communities, Regeneration & Transport
Cllr G Reynolds	Employment & Skills
Cllr P Watling	Children, Young People & Families

### **Invitees**

Cllr A Eade	Leader – Conservative Group
Cllr W Tomlinson	Leader – Liberal Democrat/Independent Group

## **AGENDA**

		<u>Cabinet Member</u>	<u>Page</u>
1.	<b>Apologies for Absence</b>		
2.	<b>Declarations of Interest</b>		
3.	<b>Minutes of the meeting of the Cabinet held on 12<sup>th</sup> November 2015</b>	Appendix A	3
K C	4. <b>2015/16 Financial Management</b>	Cllr L Carter	Appendix B 9
K	5. <b>Procurement Update</b>	Cllr L Carter	Appendix C 28
NK	6. <b>Consumer Rights Act 2015</b>	Cllr R Overton	Appendix D 62

Continued ...

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		<u>Key</u>	
K	Key Decision	C	Item reserved for Council
NK	Non-Key Decision	Orange	Exempt Item

## **CABINET**

### **Decision Notices and Minutes of a meeting of the Cabinet held on Thursday, 10 December, 2015 at 5.00pm at Addenbrooke House, Ironmasters Way, Telford**

**PUBLISHED ON WEDNESDAY, 16<sup>th</sup> DECEMBER, 2015**

**PRESENT:** Councillors K S Sahota (Leader and Chair), L D Carter, E A Clare, S Davies, A R H England, A D McClements, R A Overton, G C W Reynolds and P R Watling

**ALSO PRESENT:** Councillors A J Eade (Conservative Group Leader) and W L Tomlinson (Liberal Democrat/Independent Group Leader)

### **STATEMENT FROM THE LEADER**

The Leader stated that, following the passing of a motion at the last Council meeting for all Elected Members to work together in the interests of the Borough and its residents, he would be allowing only one statement from each of the Opposition Group Leaders on each item of business, with the relevant Cabinet Member providing a response. It was hoped this would allow for more effective meetings and avoid the sometimes lengthy and divisive exchanges between Members.

#### **CB-54      APOLOGIES FOR ABSENCE**

None

#### **CB-55      DECLARATIONS OF INTEREST**

None

#### **CB-56      MINUTES**

**RESOLVED** – that the minutes of the meeting held on 12 November 2015 be confirmed and signed by the Chair.

#### **CB-57      2015/16 FINANCIAL MANAGEMENT**

**Key Decision** identified as **2015/16 Financial Management** in the Notice of Key Decisions published on 11 November 2015.

**Part Recommendation for Full Council in relation to decision (b) not subject to Call-in**

Councillor L D Carter, Cabinet Member: Council Finance & Service Delivery, presented the report of the Assistant Director: Finance, Audit & Information Governance, which provided Members with the latest financial monitoring information for 2015/16.

The net projected outturn position for 2015/16 for all service budgets showed a considerable improvement of £1.3m on the position reported to Cabinet on 15 October 2015. After applying the £1.4m from contingency, this would leave a balance of £2.8m remaining to offset any further pressures that might arise in the remainder of the year. Any balance remaining at year end would be used to support the 2016/17 service and financial planning strategy. This exceptionally good position enabled £100k to be set aside in a provision to be used to promote channel shift and demand management initiatives to support the Council's savings, and to support campaigns that were in the interest of local people – eg: fairer funding settlement for the Borough, protection of services at the Princess Royal Hospital, and increasing electoral registration.

Councillor Carter thanked the Assistant Director and his team for the work they did in exercising very effective financial management in an extremely challenging financial climate.

There were a number of variations from the approved budget, including the cost of Children in Care placements (overspend of £1.7m) and the cost of Adult Care and Support services (projected overspend of £1.6m, which was an improvement of £360k since the last report). There were benefits from Public Health projected savings of £0.77m imposed by Government, £1m relating to treasury management activities and £0.8m from the implementation of single status which would not be required in 2015/16.

The capital programme totalled £93m, which included all approvals since the budget was set. Spend was currently standing at around 98% of the budget allocation. The report detailed a number of new approvals, virements and slippage.

The collection levels for Business Rates and Sales Ledger were ahead of target, and Council Tax collection was on target. Compared to the same period last year, around £8m more had been collected.

Councillor S Davies referred to the proposed use of £100k from the contingency, which would be used to help protect services for all residents in the Borough, and to make the case for the retention of a full 24 hour A&E facility at the Princess Royal Hospital. Councillor W L Tomlinson (Liberal Democrat/Independent Group Leader) supported this proposed expenditure, and welcomed the likely availability of some balances from the current year to offset the further loss of Government grant in 2016/17.

**RESOLVED -**

- (a) that it be noted that 2015/16 revenue spending is currently projected to be within budget and that work will continue with SMT to sustain this position;**
- (b) that the position in relation to capital spend be noted, and TO RECOMMEND TO COUNCIL that the new allocations, slippage,**

**virements and funding changes detailed in Appendix 3 of the report be approved;**

- (c) that the collection rates for NNDR, council tax and sales ledger be noted;**
- (d) that £100k be allocated from the corporate contingency to support campaigns promoting channel shift and demand management initiatives, and to protect and promote the interests of local people – for example through campaigning for a fairer funding settlement for the Borough, to protect services at the Princess Royal Hospital and to increase electoral registration.**

## **CB-58        PROCUREMENT UPDATE**

**Key Decision** identified as **Procurement Update Report** in the Notice of Key Decisions published on 11 November 2015.

Councillor L.D. Carter, Cabinet Member: Council Finance & Service Delivery, presented the report of the Assistant Director: Law, Democracy & People Services, which updated Members on the Council's Procurement Intentions Documents and general progress with effective procurement and contract management.

The Council continued to focus on increasing social value in contracts and to embed robust contract management. The report provided examples of the types of questions that tenderers were asked to demonstrate how they could support opportunities for involving local suppliers and employing young people. The way in which procurement was undertaken had changed dramatically in the last two years, with more pre-market engagement, less complex procurement methods and increased opportunities for continued added value through contract management. A Task Force was leading a Council wide review of contract management, and appended to the report was a list of active contracts. The initial focus would be on the management of the top 20% of contracts by value, which accounted for around 80% of the Council's total contract expenditure. The report also provided examples of ways in which effective contract management delivered further savings and value through the life of a contract.

The latest Procurement Intentions document was appended to the report, and detailed the anticipated procurement activity across the Council for the next six months or so.

Members requested that the information on active contracts could benefit from the inclusion of an annualised figure for the contract cost/expenditure, and from identifying whether a contract was funded from revenue or capital expenditure. Councillor P R Watling, Cabinet Member: Children, Young People & Families, also highlighted the role that effective procurement played in the Cost Improvement Plan in place for Children's Services.

**RESOLVED –**

- (a) that the procurement updates outlined in the report be noted;
- (b) that the Procurement Intentions Document, as shown at Appendix B of the report, be noted and, where indicated, delegation to the appropriate Officers (as per the Contract Procedure Rules) to progress new procurements through the tender process to contract award be approved.

**CB-59      CONSUMER RIGHTS ACT 2015**

**Non-Key Decision**

Councillor R A Overton, Cabinet Member: Housing, Public Health & Protection, presented the report of the Service Delivery Manager: Public Protection which advised Cabinet of the Consumer Rights Act 2015 and the effect it would have on the enforcement of existing legislation that was delegated to Trading Standards.

The Consumer Rights Act 2015 consolidated the main legal provisions covering consumer contracts for goods, services, digital content and unfair terms. It also consolidated the powers of Trading Standards to investigate potential breaches of consumer law, and included a generic set of investigatory powers. Among the new powers were provisions to seek remedies from traders to improve compliance and to ask them to publicise details of any breach and what they had done to put the situation right.

**RESOLVED –**

- (a) that the delegation of powers conferred on the Council under the Consumer Rights Act 2015 to Officers as identified in Part 1 of Appendix 1 of the report be approved;
- (b) that the amended delegation of powers conferred on the Council under the Consumer Protection from Unfair Trading Regulations 2008 and the Business Protection from Misleading Marketing Regulations 2008 to Officers, as identified in Part 2 of Appendix 1 of the report, be approved;
- (c) that it be noted that the Consumer Rights Act 2015 will significantly enhance consumer's rights;
- (d) that it be noted that the Consumer Rights Act 2015 will consolidate and standardise enforcement powers for a number of consumer related pieces of legislation.

The meeting ended at 5.20pm

**Signed for the purposes of the Decision Notices**

**Jonathan Eatough**  
**Assistant Director: Law, Democracy & People Services**  
**Date: 16 December 2015**

**Signed:** .....

**Date:** .....

## **CABINET**

### **Decision Notices and Minutes of a meeting of the Cabinet held on Thursday, 12 November, 2015 at 5.00pm at Addenbrooke House, Ironmasters Way, Telford**

**PUBLISHED ON WEDNESDAY, 18<sup>th</sup> NOVEMBER, 2015**

**PRESENT:** Councillors K S Sahota (Leader and Chair), L D Carter, E A Clare, S Davies, A R H England, A D McClements, R A Overton, G C W Reynolds and P R Watling

**ALSO PRESENT:** Councillor A J Eade (Conservative Group Leader) and W L Tomlinson (Liberal Democrat/Independent Group Leader)

#### **CB-47      APOLOGIES FOR ABSENCE**

None

#### **CB-48      DECLARATIONS OF INTEREST**

None

#### **CB-49      MINUTES**

**RESOLVED** – that the minutes of the meeting held on 15 October 2015 be confirmed and signed by the Chair.

#### **CB-50      ENTERPRISE TELFORD – DELIVERING GROWTH AND PROSPERITY**

**Key Decision** identified as **Enterprise Telford: Delivering Jobs and Growth** in the Notice of Key Decisions published on 14 October 2015.

Councillor S Davies, Cabinet Member: Business, Neighbourhood & Customer Services, presented the report of the Assistant Director: Development, Business & Employment, which provided an update on the successes achieved by 'Invest in Telford' and set out the Strategy for future growth including the 'Enterprise Telford Pledge' to business.

As part of the Council's business supporting and business winning approach, 'Invest in Telford' was launched in 2013 to promote the Borough as a place to invest to both existing businesses and potential new investors. Since then, the Council had dealt with over 3,000 businesses across all sectors and of all sizes, helping to secure and create jobs and securing over £2m of funding for growth. 'Invest in Telford' had also directly secured 21 business investments creating 369 jobs, and supported the expansion of 13 of the Borough's strategic businesses.

It was now proposed to build on these successes, and to respond to the national and regional agendas around economic development – eg: the

Government's devolution policy, the development of a national network of Business Growth Hubs and the launch of another phase of Enterprise Zones. The whole of Telford had been designated as an enterprise area, and it was proposed to introduce an Enterprise Telford Pledge to Business, a copy of which was appended to the report. This extended the offer to business through a bespoke package of support to create a more competitive investment environment. Part of this would be delivered through the new Business Growth Hub which had recently been opened at the Telford Innovation Campus, Priorslee. The Hub would act as a 'one-stop shop' for businesses and brought together the Council's Investment & Business Support Team, the University's Business Solutions team, the Telford Business Board and a range of other local, regional and national business support providers.

Another part of the Strategy was a proposal to establish a £20m Growth Fund to enable the Council to fund the acquisition of land or property, and build premises on behalf of investors for leaseback. This would drive growth and business expansion as well as deliver a revenue return to the Borough. This Fund was the subject of a separate report to Cabinet (see minute CB-53 below).

Members welcomed the proposals, which were vital to keep businesses in the Borough through helping them re-locate to larger premises, as well as attracting new businesses into the Borough. In response to a question about the involvement of the local business community, the Assistant Director and the Cabinet Member stated that the Telford Business Board was very supportive of the Council's approach, and reference was made to a number of testimonials from local companies about the assistance they had received. Reference was also made to the benefit of a healthy local economy in terms of the business rates income that could be used to support front-line services.

**RESOLVED – that the 'Invest in Telford' Strategy for Growth and the Enterprise Telford 'Pledge to Business' be approved.**

#### **CB-51            SCHOOL FUNDING FORMULA 2016/17**

**Key Decision** identified as **Funding Formula for Telford & Wrekin Schools for 2016/17** in the Notice of Key Decisions published on 14 October 2015

Councillor P R Watling, Cabinet Member: Children, Young People & Families, presented the report of the Assistant Director: Education & Corporate Parenting which sought approval for the proposed 2016/17 funding formula to be applied for mainstream schools in the Borough.

This was an annual process in the context of revisions to Department for Education (DfE) regulations or any other relevant developments. For mainstream school funding in 2016/17, the DfE had made only minor changes to the funding regulations. Following consultation with schools and the Telford & Wrekin Schools Forum, the following changes were proposed for 2016/17:

- One small change to the local funding formula to tighten the criteria for the allocation of split site funding;
- Utilise Dedicated Schools Grant (DSG) funding 'freed up' from the support provided to date for the BSF project and Falling Rolls Fund to support the High Needs budget in 2016/17. These funds were expected to amount to over £500,000 and would replace the 2014/15 DSG carry-forward used to support the current year's budget;
- Move just over £620,000 from funds available for the mainstream school funding formula to High Needs in order to fund increased places in special schools. This was in response to the increasing demand for high needs provision in the Borough along with the likelihood that there would be no increase in DfE High Needs funding in 2016/17.

While the latest figures were not yet available, it was clear that the overall pupil numbers in the Borough were growing significantly, particularly in the primary sector. This would lead to an estimated increase of around £3m in the overall cash sum of Schools Block DSG to be allocated by the DfE for 2016/17.

Councillor W L Tomlinson (Liberal Democrat/Independent Group Leader) welcomed the increased allocations for the High Needs budget, which would help to meet the increasing pressures on this provision and to help ensure that the needs of all pupils were met.

**RESOLVED** – that the revisions to the funding formula for Telford & Wrekin mainstream schools be approved.

#### **CB-52      PUBLIC HEALTH GRANT SAVINGS PROPOSALS 2015/16**

**Key Decision** identified as **Public Health Savings** in the Notice of Key Decisions published on 14 August 2015.

Councillor R A Overton, Cabinet Member: Housing, Public Health & Protection, presented the report of the Assistant Director: Health, Wellbeing & Public Protection which identified savings measures in response to an in-year reduction of £774k in the Public Health Grant received from the Department for Health.

During the summer, an announcement was made to cut the Public Health Grant nationally by £200m in 2015/16, which on a pro-rata basis equated to £774k for Telford & Wrekin. This was very disappointing and seemed contrary to the NHS commitment to preventative health care. Representations had been made to Government, and a letter had been sent to the Minister to detail the impact these cuts would have on the NHS in terms of reduced health gains and future care and treatment costs arising from obesity, physical inactivity, smoking, and alcohol and drug addiction.

The in-year nature of this funding cut had made it a very challenging task to identify savings. £424k was being proposed from the budget for the Assistant Director: Health, Wellbeing & Public Protection, with the detailed breakdown shown in the report. The largest component related to expenditure on smoking

cessation and NHS Health Checks. 78% of the savings would affect external providers, with largely in-year slippage against in-house service areas accounting for the remainder. To achieve the remainder of the savings it was proposed to conclude the offer of free swimming for the over 50s, introduced as part of the 2015/16 Budget Strategy, earlier than anticipated, with a further £144k from the use of non-recurrent reserves and possible use of the corporate contingency to make up any shortfall.

A number of Members questioned the logic and timing of this Government imposed cut on budgets that had already been allocated. It seemed perverse to be cutting programmes designed to improve people's health, as it would only add further to the pressures on the NHS in the long term. Particular concern was expressed about the loss of free swimming for over 50s, and Councillor W L Tomlinson (Liberal Democrat/Independent Group Leader) asked if the implementation of this measure could be delayed from 1 January 2016 to April 2016. If not, what other concessions were available? Councillor E A Clare, Cabinet Member: Leisure Services & Culture, stated that it was very disappointing to have to make these choices but there were other important priorities that would suffer further if the free swimming was extended beyond 1 January. She advised that people over 50 who qualified for a Concessions TLC card would be able to swim for the reduced rate of £1. Councillor Overton urged local people to lobby their MPs about the impact of these cuts on preventative health services.

#### **RESOLVED –**

- (a) that the Department of Health's proposed in-year saving of £774k to the Public Health Grant be noted;**
- (b) that the proposals for, and risks of, reducing expenditure in 2015/16 from the budget of the Assistant Director: Health, Wellbeing & Public Protection, as set out in the report, be approved;**
- (c) that the offer of free swimming for the over 50s cease earlier than anticipated from 1<sup>st</sup> January 2016.**

#### **CB-53      PROPERTY INVESTMENT PORTFOLIO – INVESTING IN TELFORD'S GROWTH**

**Key Decision** identified as **Property Investment Portfolio (PIP)** in the Notice of Key Decisions published on 14 October 2015.

Councillors S Davies, Cabinet Member: Business, Neighbourhood & Customer Services, and L D Carter, Cabinet Member: Council Finance & Service Delivery presented the report of the Assistant Director: Development, Business & Employment which sought approval for the establishment of a £20m Growth Fund to attract inward investment and deliver economic growth and revenue income, through the development of the Council's Property Investment Portfolio (PIP).

The PIP comprised a range of industrial, retail and office premises which played a vital role in accommodating a considerable number of local businesses. It also made an important contribution to the Council's revenue support budget, generating a consistent income stream in excess of £5m per annum to support the delivery of Council services. There was an ongoing programme to dispose of poorly performing assets in order to reinvest in newer, better performing sustainable investments. In tandem with the 'Invest in Telford' initiatives (see minute CB-50), there was an opportunity for the PIP to invest in the construction of new premises with committed tenants, speculative development of industrial units to meet general market demand, invest in existing PIP properties, and acquire and develop suitable employment land. Currently, the PIP was unable to move quickly to commit to schemes because it had to raise capital from disposals first. To provide more flexibility, it was proposed to create a Telford Growth Fund, which would allow the PIP to access borrowing up to £20m to fund further investment to deliver business growth, enable rationalisation of the PIP and increase the revenue return. The report contained a worked example showing the potential return on an investment opportunity. It was anticipated that if the whole £20m was invested, there would be an annual rental return of over £300k, along with a further £300k from business rates. Opportunities to use this borrowing provision to grow the PIP would be subject to a business case.

Councillor A J Eade (Conservative Group Leader) expressed concern at the proposal for further borrowing that would increase the Council's debt. He asked if any other alternatives had been explored, and expressed the view that private sector solutions should be looked at in order to minimise the risk to the Council if the predicted returns from this investment were not forthcoming. The Cabinet Member: Business, Neighbourhood & Customer Services stated that this would not be speculative development, and the Fund would only be used once a lease or rental agreement was agreed. Income would be generated from this investment through rent and business rates, and it was vital that the Council was able to increase its revenue income streams in order to try and protect front-line services from the Government cuts in grant funding.

**RESOLVED** –

- (a) that authority be delegated to the Assistant Director: Development, Business & Employment, in consultation with the Cabinet Member: Council Finance & Service Delivery and the Assistant Director: Finance, Audit & Information Governance, to consider the business case and determine the acquisition and disposal of PIP assets;**
- (b) that authority be delegated to the Assistant Director: Development, Business & Employment to undertake the acquisition and disposal of PIP assets following approval to the business case as set out at (a) above;**
- (c) TO RECOMMEND TO COUNCIL that the necessary changes to the in-year (2015/16) budget framework to enable the strategy detailed**

**in the report to be used in this financial year to facilitate the ongoing rationalisation and expansion of the PIP be approved;**

- (d) TO RECOMMEND TO COUNCIL that the necessary changes to the Capital Programme and revenue budget from 2015/16 to facilitate the ongoing rationalisation and expansion of the PIP, as outlined in the report, be approved;**
- (e) that authority be delegated to the Assistant Director: Law, Democracy & People Services to seal or sign any documents required to give effect to the above resolutions.**

The meeting ended at 5.52pm

**Signed for the purposes of the Decision Notices**

**Jonathan Eatough  
Assistant Director: Law, Democracy & People Services  
Date: 18 November 2015**

**Signed: .....**

**Date: .....**

**TELFORD & WREKIN COUNCIL**

**CABINET – 10 DECEMBER 2015  
COUNCIL – 21 JANUARY 2016**

**2015/16 FINANCIAL MANAGEMENT REPORT**

**REPORT OF THE ASSISTANT DIRECTOR: FINANCE, AUDIT &  
INFORMATION GOVERNANCE (CHIEF FINANCIAL OFFICER)**

**LEAD CABINET MEMBER: CLLR LEE CARTER**

**PART A) – SUMMARY REPORT**

**1.0 SUMMARY OF KEY ISSUES**

**1.1 2015/16 Revenue**

The overall net projected outturn position for 2015/16 for all service budgets across the Council shows a considerable improvement of £1.3m on the position reported to Cabinet on 15 October 2015 and reflects the strength of financial management being exercised by Cabinet Members and senior managers in an extremely challenging financial climate.

The Council set a prudent contingency for the year and the projected position is after applying £1.4m from contingency which should leave a balance of £2.8m remaining to offset any further pressures that may arise in the remainder of the year. Any balance remaining at year end will be used to support the service and financial planning strategy in 2016/17. However, the intention is to drive further improvements in the overall financial position in order to support the service and financial planning strategies of future years.

The exceptionally good position now reported does, however, enable £100k to be set aside in a provision to be used to support campaigns and other activities promoting channel shift and demand management initiatives to support the Council's savings strategy and to promote the interests of local people for example supporting campaigns to seek a fairer funding settlement for the Borough, to protect services at the Princess Royal Hospital and increasing electoral registration.

Adult Social Services and Children's Safeguarding continue to be key areas of pressure and both areas have cost improvement plans in place to reduce costs and deliver savings. These plans are monitored on a regular basis both by senior managers and Cabinet Members.

There are a number of variations from the approved budget, including some beneficial variances. The key areas to highlight are:

- A benefit of £1.0m relating to Treasury Management activities
- An in year reduction in the public health grant of £0.77m imposed by Government.
- A benefit of £0.8m relating to the budget for the implementation of Single Status which will not be required in 2015/16
- Adult Social Services are currently projecting an overspend of £1.6m, which is an improvement since the last monitoring report, mainly relating to the cost of care packages; a cost improvement plan is in place to deliver savings which should reduce this as the year progresses.
- Children's Safeguarding also continues to be a key pressure with an overspend of £1.7m being reported, the majority relating to the cost of Children in Care placements. A cost improvement plan is in place to review costs and the placement strategy.

The Senior Management Team will continue to closely manage spend to sustain this position and where possible will identify further savings opportunities and one-off benefits which will have a positive impact on 2015/16 and will place us in a good position as the financial strategy for 2016/17 and beyond is developed. While some high level information about future national funding levels was announced as part of the Comprehensive Spending Review on the 25 November, the detailed information relating to this Council is expected to be received in December when the Government issue the local government finance settlement. It is however clear that local government will face significant reductions in resources and work is therefore underway to develop a range of savings options. Inevitably after the Council has already delivered £80m of ongoing annual savings the cuts will become increasingly challenging and will have significant front line service impacts. The Cabinet will commence an extensive consultation exercise on its 2016/17 – 2017/18 budget proposals in January which will include the proposed savings package.

## **1.2 Capital**

The capital programme totals £93m which includes all approvals since the budget was set. At the time of compiling this report projected spend was 98% of the budget allocation.

There are a number of new allocations, virements and slippage which are presented for approval (detailed in Appendix 3) together with some changes to the funding of the capital programme.

## **1.3 Corporate Income Collection**

The collection level for Council Tax is on target; Business Rates and Sales Ledger outstanding debt are both ahead of target set for the year.

## 2.0 RECOMMENDATIONS

### 2.1 Cabinet Members are asked to:-

- (i) Note that 2015/16 revenue spending is currently projected to be within budget and continue to work with SMT to sustain this position;
- (ii) Note the position in relation to capital spend and that Cabinet recommend that Council approve the new allocations, slippage, virements and funding changes detailed in Appendix 3
- (iii) Note the collection rates for NNDR, council tax and sales ledger.
- (iv) To allocate £100k from the corporate contingency to support campaigns promoting channel shift and demand management initiatives and to protect and promote the interests of local people for example campaigning for a fairer funding settlement for the Borough, to protect services at the Princess Royal Hospital and increasing electoral registration

## 3.0 SUMMARY IMPACT ASSESSMENT

<b>COMMUNITY IMPACT</b>	Do these proposals contribute to specific Co-operative Council priorities?	
	Yes	Delivery of all priorities depend on the effective use of available resources. Regular financial monitoring in the financial management reports helps to highlight variations from plan so that action can be taken to effectively manage the Council's budget.
	Will the proposals impact on specific groups of people?	
	No	
<b>TARGET COMPLETION/DELIVERY DATE</b>	To outturn within the budget set for 2015/16 at 31/3/16.	
<b>FINANCIAL/VALUE FOR MONEY IMPACT</b>	Yes	The financial impacts are detailed throughout the report.
<b>LEGAL ISSUES</b>	No	None directly arising from this report. The S151 Officer has a statutory duty to monitor income and expenditure and ensure that the Council takes action if overall net overspends

		/shortfalls emerge.
<b>OTHER IMPACTS, RISKS &amp; OPPORTUNITIES</b>	No	
<b>IMPACT ON SPECIFIC WARDS</b>	No	

## **PART B) – ADDITIONAL INFORMATION**

### **4.0 2015/16 REVENUE BUDGET**

4.1 Financial management is the responsibility of budget holders and is supported by Finance staff using a risk based approach: following considerable reductions in finance resources through savings exercises more focus is given to higher risk areas (high value/highly volatile); less frequent financial monitoring is undertaken on budgets deemed to be lower risk.

4.2 The main changes since the last report are:

<b>Variations - £m</b>	<b>15/10/15 Cabinet</b>	<b>Change</b>	<b>Current Projected Variation</b>
Safeguarding – Care Leavers Accommodation Costs	+0.030	-0.162	-0.132
Safeguarding Staffing Costs	+0.397	+0.188	+0.585
Adult Social Services – External Purchasing/ Income	+4.844	-0.616	+4.228
Treasury Management	-0.700	-0.300	-1.000
Other Variations	-1.907	-0.411	-2.318
<b>Total Projected Variation</b>	<b>+2.664</b>	<b>-1.301</b>	<b>+1.363</b>
Call on Contingency	-2.664	+1.301	-1.363
<b>Final Projected Variation</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>

4.3 The overall 2015/16 budget position is summarised in the table below:

Service Area	Previous Variation Cabinet 15 Oct 2015 £	Current Variation £	Change £
Children's Safeguarding & Specialist Services	1,590,182	1,693,615	103,433
Education & Corporate Parenting	90,178	18,944	(71,234)
Family, Cohesion & Commissioning Services	296,130	103,616	(192,514)
Development, Business & Employment	200,000	100,000	(100,000)
Leisure, Culture & Facilities Management	10,000	0	(10,000)
Adult Social Services	1,937,143	1,577,002	(360,141)
Health, Well Being & Public Protection	204,000	100,987	(103,013)
Neighbourhood & Customer Services	0	(191,699)	(191,699)
Law, Democracy & People Services	(850,551)	(832,016)	18,535
Finance, Audit & Information Governance	(784,419)	(1,179,092)	(394,673)
Cooperative Council & Commercial Delivery Unit	(28,289)	(28,289)	0
Council Wide	0	0	0
<b>Total Projected Variation</b>	<b>2,664,374</b>	<b>1,363,068</b>	<b>(1,301,306)</b>
Use of Uncommitted Corporate Contingencies	(2,664,374)	(1,363,068)	1,301,306
<b>Total Projected Year End Variation</b>	<b>0</b>	<b>0</b>	<b>0</b>

4.4 Projected variances over £0.100m are highlighted below, other variances are detailed in Appendix 2.

Service Area	Variance £m
<b><u>Children's Safeguarding &amp; Specialist Services</u></b>	
<b>Children in Care Placements (CiC)</b> – currently projecting £1.261m overspend which is an improvement when compared to the overspend of £1.558m at the end of 2014/15, and a slight increase in cost since the last report. This reflects 286 CiC at the 5 November 2015 (293 at 31 March 2015). Work is ongoing to further reduce costs which includes reviewing unit costs, the numbers of children in care and the placement strategy.	+1.261
<b>Internal Foster Carer Costs</b> – payments to Foster Carers including transport costs and foster carer training.	+0.141
<b>Staffing (Safeguarding)</b> – including the cost of agency social workers. New agency worker posts have been appointed for a fixed term period to deliver business critical work.	+0.585
<b>Care Leavers Accommodation Costs</b> – projecting to be under budget which is based on activity in the first half of the	-0.132

year.	
<b>Joint Adoption Service</b> – pressures arising from the cessation of the Adoption Reform Grant that part-funded this service and savings targets not yet delivered. Work is underway to bring spend back within budget.	+0.159
<b>Children not in Care/ in Need costs</b> – adoption agency fees and costs relating to keeping children at home which are both alternatives to the higher care related costs.	+0.234
<b>One off Funds</b> – use of specific contingency set aside as part of the budget strategy	-0.750
The Service Area has a Cost Improvement Plan for 2015/16 which includes specific elements to reduce the reported overspends described above. Close monitoring and management by senior officers and members is in place to review progress against the Cost Improvement Plan targets set.	
<b><u>Education &amp; Corporate Parenting</u></b>	
There are currently no variances over £0.100m to report.	
<b><u>Family, Cohesion Services &amp; Commissioning</u></b>	
<b>Transport Contracting &amp; Commissioning</b> – costs relating to Supporting People. The service is currently under review to deliver savings and is looking at innovative ways of providing support.	+0.200
<b><u>Adult Social Services</u></b>	
<b>Purchasing budgets</b> – the pressures reported throughout 2014/15 are continuing into 2015/16. The service has a cost improvement plan which if successfully delivered in full during 2015/16 would eradicate the overspend. This is being closely monitored by senior officers and members.	+4.228
<b>Transport</b> – spend is consistent with 2014/15 and remains over budget. A review group has been set up to look at ways to reduce expenditure and identify a more robust transport policy.	+0.171
<b>One off Contingency</b> – use of specific contingency set aside as part of the budget strategy	-2.500
<b>One off Funds</b> – use of one off reserves	-0.475

<b><u>Public Health, Wellbeing &amp; Public Protection</u></b>	
<b>Smoking Cessation Contract</b> – saving arising from reduced demand and use of service.	-0.190
Working Age – Healthy Lifestyles & Health Trainers – in year vacancies has resulted in an underspend	-0.114
<b>Public Health Grant</b> – in year cut to the Public Health Grant funding announced by the Chancellor in June.	+0.773
<b><u>Leisure, Culture &amp; Facilities Management</u></b>	
There are currently no variances over £0.100m to report.	
<b><u>Development, Business &amp; Employment</u></b>	
<b>Regeneration &amp; Investments</b> – Property Investment Portfolio income shortfall on current projections.	+0.300
<b><u>Neighbourhood &amp; Customer Services</u></b>	
ICT – pressure mainly arising from the increased number of Microsoft licenses required across the council.	+0.208
Transport & Highways Development – one off savings from vacant posts	-0.200
<b><u>Finance, Audit &amp; Information Governance</u></b>	
<b>Treasury</b> –benefit arising from current low interest rates and lower borrowing than anticipated in the earlier part of the year.	-1.000
<b><u>Law, Democracy &amp; People Services</u></b>	
<b>Single Status</b> - the budget for 2015/16 allowed for implementation of the single status settlement during the year which will not happen. This is net of the Payroll/HR IT system costs approved by Cabinet in July.	-0.800
<b><u>Co-operative Council Delivery Unit</u></b>	
There are currently no variances over £0.100m to report	

## 5.0 CONTINGENCIES

5.1 The 2015/16 budget includes a prudent general contingency of £2.776m, which is set aside to meet any unforeseen expenditure, or delays in phasing in the significant level of savings that the Council has to deliver this year. There is also an amount held centrally for contractual inflation totalling £1.744m which forms part of the approved revenue budget but is only allocated to specific budgets when the relevant inflation indices are available. Given the exceptional cuts being made in the Council's budget it is imperative that the Council has a reasonable level of contingency in order to cover increases in demand for services (e.g. safeguarding which can be significant and occur with no warning) and to allow for any delays or shortfalls in the delivery of planned savings. The current position relating to contingencies is shown below:

	£
General Revenue Contingency	2,776,000
Inflation Contingency	1,744,000
<b>Total Contingencies</b>	<b>4,520,000</b>
<b>Commitments:</b>	
Current commitments for contractual inflation	208,000
Public Campaigns – see recommendation 2(iv)	100,000
<b>Total Committed Use of Contingency</b>	<b>308,000</b>
<b>Balance remaining in Contingencies</b>	<b>4,212,000</b>
<b>Required for Revenue Position</b>	<b>1,363,068</b>
<b>Residual balance in Contingencies</b>	<b>2,848,932</b>

Currently £1.4m of the contingency is required to bring spend within budget in 2015/16. This leaves £2.8m available to meet any unforeseen costs in the remainder of the year

## 6.0 CAPITAL

### 6.1 2015/16 Capital Programme

The capital programme totals £93m, which includes the approvals proposed in this report.

The financial position is shown in the table below which shows projected spend is currently shown at £91m (reflecting likely requirements for some further slippage of spend into later years).

Service Area	Budget	Year End Projection
	£m	£m
Education & Corporate Parenting	31.66	31.67
Development, Business & Employment	32.89	32.18
Neighbourhood & Customer Services	23.66	23.17
Adult Social Services	2.39	1.93
Customer Services	2.44	2.44
Cooperative Council Delivery Unit	0.23	0.10
Council Wide	0.12	0.00
<b>Total</b>	<b>93.39</b>	<b>91.49</b>

6.2 A number of virements, slippage and new allocations are put forward for approval which are detailed in Appendix 3.

6.3 The 2015/16 capital programme relies on £12.01m of receipts as part of its funding (after adjusting for changes already approved). The latest monitoring indicates that some of these receipts need to be adjusted to reflect current market values and we now anticipate that just over £10.83m will be received in 2015/16. This has the impact of additional short-term borrowing being required which is already reflected in the treasury projections shown in this report. Capital receipts included in the medium term budget strategy are under continual review and any changes will be reflected in future budget projections. Updates will be provided in future monitoring reports.

## 7.0 **CORPORATE INCOME MONITORING**

7.1 The Council's budget includes significant income streams which are regularly monitored to ensure they are on track to achieve targets that have been set and so that remedial action can be taken at a very early stage. The three main areas are Council Tax, NNDR (business rates) and Sales Ledger. Current monitoring information relating to these is provided below. The Council pursues outstanding debt vigorously, until all possible recovery avenues have been exhausted, but also prudently provides for bad debts in its accounts.

7.2 In summary, the overall position for all income streams is either on or above target. Cash collection remains in a very strong position in all three areas.

<b>INCOME COLLECTION – October 2015</b>				
	<b>Actual</b>	<b>Target</b>	<b>Performance</b>	<b>Change in cash collected on last year</b>
Council Tax Collection	65.31%	65.31%	On target	+ £1,404,755
NNDR Collection	66.76%	66.38%	0.38% ahead of target	+£1,816,516
Sales Ledger Outstanding Debt	6.84%	7.00%	0.16% ahead of target	+£5,133,819

### 7.3 Council Tax (£70.5m)

The percentage of the current year liability for council tax which the authority should have received during the year, as a percentage of annual collectable debit. The measure does not take account of debt that continues to be pursued and collected after the end of the financial year in which it became due. The final collection figure for all financial years exceeds 99%.

Year end performance 2014/15	96.7%
Year End Target for 2015/16	96.7%

Performance is cumulative during the year and expressed against the complete year's debit.

Month End Target	Month End Actual	Last year Actual
65.31%	65.31%	65.31%

Cash collected for council tax has increased by almost £1.4m compared to this point last year and percentage collection is on target to achieve the same performance as last year.

### 7.4 NNDR-Business Rates (£75.3m)

The % of business rates for 2015/16 that should have been collected during the year. This target, as for council tax, ignores our continuing collection of earlier years' liabilities.

The measure does not take into account the debt that continues to be pursued and collected after the end of the financial year in which it became due. As a general rule the final collection figure for any financial year exceeds 99%.

Year end performance 2014/15	97.5%
Year End Target for 2015/16	97.6%

Month End Target	Month End Actual	Last year Actual
66.38%	66.76%	66.28%

Cash collected for business rates is £1.8m more than this point last year. We have collected an additional £286k above the month end target.

### 7.5 Sales Ledger (£41.3m)

This includes general debt and Social Care debt. Debt below 2 months is classified as a normal credit period.

The target percent is set relating cumulative debt outstanding from all years to the current annual debit. The targets and performance of income collection for 2015/16 are as follows:

Age of debt	Annual Target %	October 2015	
		£m	%
Total	7.00	2.82	6.84%

Sales ledger performance is within target for the first time this financial year. Targeted work continues on collecting payment on the highest value outstanding debts.

#### **8.0 PREVIOUS MINUTES**

05/03/15 – Council, Service & Financial Planning Strategy  
25/06/15 - Cabinet, Service & Financial Planning Report – 2014/15  
Outturn and 2015/16 Update  
23/7/2015 – Cabinet, Financial Management Report  
1/10/2015 – Council, Financial Management Report  
15/10/2015 – Cabinet, Financial Management Report  
26/11/2015 – Council, Financial Management Report

#### **9.0 BACKGROUND PAPERS**

2015/16 Budget Strategy / Financial Ledger reports

#### **Report Prepared by:**

Ken Clarke, Assistant Director: Finance, Audit & Information  
Governance (Chief Financial Officer) – 01952 383100;  
Pauline Harris, Corporate Finance Manager – 01952 383701

### Summary of 2015/16 Projected Variations

Service Area	Previous Variation Cabinet 15 Oct 2015	Current Variation	Change
	£	£	£
Children's Safeguarding & Specialist Services	1,590,182	1,693,615	103,433
Education & Corporate Parenting	90,178	18,944	(71,234)
Family, Cohesion & Commissioning Services	296,130	103,616	(192,514)
Development, Business & Employment	200,000	100,000	(100,000)
Leisure, Culture & Facilities Management	10,000	0	(10,000)
Adult Social Services	1,937,143	1,577,002	(360,141)
Health, Well Being & Public Protection	204,000	100,987	(103,013)
Neighbourhood & Customer Services	0	(191,699)	(191,699)
Law, Democracy & People Services	(850,551)	(832,016)	18,535
Finance, Audit & Information Governance	(784,419)	(1,179,092)	(394,673)
Cooperative Council & Commercial Delivery Unit	(28,289)	(28,289)	0
Council Wide	0	0	0
<b>Total Projected Variation</b>	<b>2,664,374</b>	<b>1,363,068</b>	<b>(1,301,306)</b>
Use of Uncommitted Corporate Contingencies	(2,664,374)	(1,363,068)	1,301,306
<b>Total Projected Year End Variation</b>	<b>0</b>	<b>0</b>	<b>0</b>

2015/16 Revenue Budget Variations over £50,000				
Description		Budget	Variation	Comments
		£	£	
<b>Childrens Safeguarding &amp; Specialist Services</b>				
Children in Care Placements		8,104,116	1,261,476	The 2014/15 reported outturn position was £1.558m overspent and at the end of that year there were 293 Children in Care. The budget strategy for 2015/16 included a budget reduction of £0.300m for Children in Care (CIC) placements. The Cost Improvement plan for 2015/16 includes a further target cost reduction of £0.350m across External Residential, External and Internal Fostering. This position reflects a reduction in expenditure compared to 2014/15 of around £0.7m. Work is ongoing to ensure forecasted step downs from high cost residential placements take place as planned to deliver forecasted cost reductions, however other high cost placements have recently been extended. Work also continues to assess the placement costs being incurred, including reviewing unit costs, numbers of children in care and the placement strategy. Looked after Children total was 286 as at 05/11/15.
Care leavers Accommodation costs		599,630	(132,015)	The 2014/15 reported outturn position was £0.135m overspent. A target was set in the Cost Improvement plan to achieve a cost reduction of £0.100m against this area. The current position shows an achievement of this target which will continue to be regularly reviewed as part of monitoring of progress delivering the Cost Improvement Plan. The estimated projection for new Careleavers has been revised based on the activity in the first half of the financial year.
Staffing (Safeguarding)		7,384,869	584,822	The final 2014/15 Safeguarding overspend on staffing was £0.237m. This included £0.819m cost for agency staff. The current agency forecast is for outturn of £0.84m in 2015/16. There are 12.8 agency social workers currently in post. Although it was planned to reduce this number to 6 by the end of November this will now only reduce by 2 due to a additional 4 workers being appointed for a fixed term of 4 months. New temporary agency posts have been agreed in both Business Support and the Educational Psychology service and two additional posts to deliver business critical Social work have been agreed in Child Protection and Family Support.
Income (Specialist Services)		(807,068)	88,758	A reduction in expenditure in the jointly arranged services result in a reduced amount of income being collected from Shropshire.
Internal Foster Carers costs (excluding salaries, fees and allowances)		339,065	140,937	Specific pressures include travel costs £97k, which is a forecast reduction on 2014/15 outturn position of £67k, and Foster Carer training of £21k forecast overspend.
Joint Adoption Service		298,448	159,025	The 2015/16 budget for the service hosted by Shropshire includes savings of £70k which will not be deliverable. The cessation of the Adoption Reform Grant that part-funded this service has created an additional pressure of £90k.
Direct Payments		174,361	86,528	The 2014/15 overspend for direct payments of personal care for children with disabilities was £105k. Work is ongoing both to look for cost reductions in direct payments care packages and towards implementation of Education Health and Care plans from 1st April 2016.

2015/16 Revenue Budget Variations over £50,000				
Description		Budget	Variation	Comments
		£	£	
Children not in Care / in Need costs		4,780	234,064	Specific pressure of £124k for 3rd party fees for children placed with adoption agencies and £116k for payments made to carers to support keeping children at home as opposed to in care (Section 17). Both payments are an alternative to higher care related costs. There is a planned reduction in cost of £40k for Section 17 payments in 2015/16, this forms part of the service's Cost Improvement plan.
Contingency			(750,000)	Specific contingency set aside as part of the budget strategy
Variations under £50k		3,560,489	20,020	Childminding, Computer Software & licences overspend offset by underspend in a Short breaks spot contract and continued cost reductions in both Legal fees and Assessments for children in care.
<b>Total Children's Safeguarding &amp; Specialist Services</b>		<b>19,658,690</b>	<b>1,693,615</b>	
<b>Education &amp; Corporate Parenting</b>				
Miscellaneous School Expenditure		7,819,769	94,046	Projected expenditure above budget on remissions for schools is £120k which is currently being partly offset by anticipated savings on the funding of redundancies for schools.
Transport		2,827,316	(15,711)	Although this budget is showing a modest underspend currently, the projection includes the use of one off resources and there are significant areas of budget pressure, notably transport costs to Queensway which are projected to be £114k higher than 2014/15, linked to the significant expansion of provision.
Variations under £50,000		1,188,085	(59,391)	There is an overspend relating to the funding of Shortwood Pool for which no budget is available due to the changes in the Government's school funding of joint use, further work needs to be undertaken across a number of service areas within the Council to solve this ongoing shortfall. However, underspends in other budget areas are currently projected to fully offset this.
<b>Total Education &amp; Corporate Parenting</b>		<b>11,835,170</b>	<b>18,944</b>	
<b>Family, Cohesion &amp; Commissioning</b>				
Early Intervention & Family Connect		3,030,887	61,234	Pressure continuing from 2014/15 on staff costs in Family Connect. The Service is actively looking to find a solution in this financial year.
Cohesion including Homelessness/ Housing Needs		2,624,038	(68,516)	Income projections improving as further anticipated housing income is received together with the changing profile of projected occupancy levels within temporary accommodation.

2015/16 Revenue Budget Variations over £50,000				
Description		Budget	Variation	Comments
		£	£	
Transport Contracting & Commissioning	Supporting People Contracting	1,258,589	199,843	The majority of the variation over budget arises from the Supporting People service. The budget has been reduced in line with the Adults Cost Improvement Plan by £425k in 2015/16, and £208k of cost reductions from contract re-tendering have been achieved so far in this year(these savings equate to £417k in a full year). The service continues to be under review to deliver further savings.
Use of One offs Variations under £50k		- 2,736,197	(26,439) (62,506)	Use of one off funding
<b>Total Family, Cohesion &amp; Commissioning</b>		<b>9,649,711</b>	<b>103,616</b>	
<b>Adult Social Services</b>				
Purchasing		42,852,747	4,228,196	The reported position reflects a further significant improvement in the projections for the year of purchased care costs of around £200k. This follows a trend of reductions in expenditure since the early part of the 2015/16 financial year. However, there remains a significant pressure on this budget and overall within Adult Social Care. The Management Team continue to progress the actions within the Cost Improvement Plan(CIP) and to date around £2.4m (over more than one year) of cost savings have been identified and achieved since the Cost Improvement Plan was adopted, but underlying pressures remain and these continue to offset savings being made i.e. increasing rates for residential placements since the start of the year although again progress has been made in stabilising some of these. The Cost Improvement Plan forms part of a strategic approach to managing costs through a programme of transformation. If the plans are delivered in full in 2015/16 then around £0.65m of contingency would be required to eradicate the current years pressure, and further savings planned for 2016/17 would be required then to replace one off funds used in 2015/16 on an ongoing basis and these are proposed in the CIP. The monitoring position reported includes £2.5m of contingency which may be reduced as savings are delivered in year.
Income		(16,933,431)	(41,826)	Income budgets have now been realigned with the above purchased care budget. This is complex to project the final outcome and the forecasts have been revised in line with actual income received to Period 7.
Transport		657,593	171,349	The 14/15 ASS transport budget was reduced by £229k as a result of the recommendations made in the Transport Review and expenditure remains at 2014/15 levels and therefore the pressure on this budget is consistent with that reported during 14/15. A Transport Review Project Group has been set up to look at ways to reduce Adult Social Services expenditure on Transport and identify a more robust transport policy in a bid to reduce the remaining overspend.
Contingency Use of one offs		(1,244,000)	(2,500,000) (475,000)	Specific contingency set aside as part of the budget strategy Use of one off reserves

2015/16 Revenue Budget Variations over £50,000				
Description		Budget	Variation	Comments
		£	£	
Variations under £50k		9,641,840	194,283	
<b>Total Adult Social Services</b>		<b>34,974,749</b>	<b>1,577,002</b>	
<b>Public Health, Wellbeing &amp; Public Protection</b>				
<b>Public Health</b>				
Staffing and operational budgets		986,565	(31,000)	Underspend relates to various operational budgets in Public Health
Smoking Cessation Contract		562,100	(190,000)	Projection based on forecasted number of quitters continuing to reduce partly due to popularity of e-cigarettes.
Working Age - Healthy Lifestyles & Health trainers		876,940	(114,000)	In year vacancies within Telford & Wrekin Health trainers teams and Healthy lifestyle hubs.
Variations under £50k		6,482,206	(304,205)	Various underspends across Early Help offer and NHS Health checks
Public Health Grant			773,000	Confirmed loss of Public Health Grant announced in the Chancellors budget.
<b>Public Protection &amp; Civil Resilience</b>				
Variations under £50k		1,835,680	(32,808)	
<b>Total Public Health, Wellbeing &amp; Public Protection</b>		<b>10,743,491</b>	<b>100,987</b>	
<b>Leisure, Culture &amp; Facilities Management</b>				
Leisure Services	Service Wide	2,837,590	64,852	The income targets for the Leisure centres are challenging. The BSF building works at Oakengates have impacted on this facility along with new income targets set for the proposed Synthetic Turf pitch, this is net of one off funding from reserves.
FM & Cleaning & Catering	Variations Under £50k	547,700	(64,852)	Underspends mainly as a result of additional caretaking and helpdesk income and vacant posts for part of the year.
<b>Total Leisure, Culture &amp; Facilities Management</b>		<b>3,385,290</b>	<b>0</b>	
<b>Development, Business &amp; Employment</b>				

2015/16 Revenue Budget Variations over £50,000				
Description		Budget	Variation	Comments
		£	£	
Regeneration & Investment	Property Investment Portfolio Income	(4,862,330)	300,000	This reflects the current projections for income, service charges, MSCP and operational costs, net of one off use of reserves.
Variations Under £50k			(200,000)	One off vacancy management savings across whole Service Area. Movement due to release of additional vacancies following review of policy as part of savings exercise.
<b>Total Development, Business &amp; Employment</b>		<b>(4,862,330)</b>	<b>100,000</b>	
<b>Neighbourhood &amp; Customer Services</b>				
ICT	Various	59,286	208,066	Unavoidable budget pressure from an increase in the number of Microsoft Licenses required across the Council £179.6k. This over spend has been met from ICT budgets over the last 3 years however due to the reduction in ICT budgets during the last 12 months in order to deliver savings there is no longer the capacity to fund these costs going forward.
Waste & Neighbourhood Services	Supplies & Services - Waste Disposal	497,790	61,663	One off pressure from Wood disposal arising from higher unit costs as a result of Moody's site being closed until September 2015.
Waste & Neighbourhood Services	Various		(61,663)	Waste disposal mitigation - variations under £50k
Transport & Highways Development	Vacancy Management	3,267,921	(200,000)	One off vacancy management savings across Transport & Highways Development
Variations Under £50k		27,611,343	(199,765)	
<b>Total Neighbourhood &amp; Customer Services</b>			<b>(191,699)</b>	
<b>Finance, Audit &amp; Information Governance</b>				
Treasury Management		10,454,180	(1,000,000)	Savings from Treasury Management activities
Variations Under £50k		(143,029)	(179,092)	Variations mainly arising from vacant posts plus £36k underspend on external audit fee with KPMG as a result of a reduction in the main audit fee
<b>Total Finance, Audit &amp; Information Governance</b>			<b>(1,179,092)</b>	
<b>Law, Democracy &amp; People Services</b>				
Single Status		1,045,000	(800,000)	Underspend as single status will not be implemented in 2015/16
Variations Under £50k		331,640	(32,016)	Saving on pension contributions for Members as they are no longer eligible to make pension contributions.
<b>Total Law, Democracy &amp; People Services</b>			<b>(832,016)</b>	

2015/16 Revenue Budget Variations over £50,000				
Description		Budget	Variation	Comments
		£	£	
<b>Co-Operative Council &amp; Commercial Delivery Unit</b>				
Delivery & Planning	Employees	761,450	(56,891)	Underspends from vacant posts, maternity leave and staff not at top of grade
Variations Under £50k		108,630	28,602	
<b>Total Co-Operative Council &amp; Commercial Delivery Unit</b>			<b>(28,289)</b>	
<b>Total Variations</b>			<b>1,363,068</b>	

**Capital Approvals - by Service Area**

Appendix 3

<b>Virements</b>						Funding / Comment
Scheme	Service Area	15/16 £	16/17 £	17/18 £	Later Years £	
Ironbridge Gorge Stability	Neighbourhood & Leisure Services	84,300				Grant
Integrated Transport	Neighbourhood & Leisure Services	(84,300)				Grant
Integrated Transport	Neighbourhood & Leisure Services	(554,180)				Grant
Local Sustainable Transport Fund	Neighbourhood & Leisure Services	554,180				Grant
<b>Total</b>		-	-	-	-	
<b>Slippage</b>						Funding / Comment
Scheme	Service Area	15/16 £	16/17 £	17/18 £	Later Years £	
Housing	Development Business & Employment	(75,000)	75,000			Prudential
Commercial Investment Project	Development Business and Employment	(500,630)	500,630			Prudential
Commercial Investment Project	Development Business and Employment	(500,000)	500,000			Capital Receipts
Telford Growth Package	Neighbourhood & Leisure Services	(2,200,000)	2,200,000			External
Telford Growth Package	Neighbourhood & Leisure Services	(2,122,000)	2,122,000			Grant
Every Day Telford - Pride Hollinswood Local Centre	Development Business & Employment	(250,000)	250,000			Prudential
Parks For People	Neighbourhood & Leisure Services	(480,000)	96,000	96,000	288,000	Grant
Parks For People	Neighbourhood & Leisure Services	(285,000)	57,000	57,000	171,000	Prudential
Woodside Local Centre & project manag.	Development Business and Employment	(36,085)	36,085			Capital Receipts
Every Day Telford - Pride in your community	Neighbourhood & Leisure Services	(30,000)	30,000			Prudential
Housing Company - housing	Development Business and Employment	(76,000)	76,000			Capital Receipts
Housing Company - housing	Development Business and Employment	(1,440,000)	1,440,000			Prudential
Property Investment Programme	Development Business and Employment	(1,251,000)	1,251,000			Prudential
<b>Total</b>		<b>(9,245,716)</b>	<b>8,633,716</b>	<b>153,000</b>	<b>459,000</b>	
<b>New Allocations</b>						Funding / Comment
Scheme	Service Area	15/16 £	16/17 £	17/18 £	Later Years £	
ICT/eGov	Customer Services		220,000			Revenue
All Other School Schemes	Development Business and Employment	172,507				External
Housing	Development Business and Employment		475,000	(475,000)		Prudential
Housing	Development Business and Employment			475,000		External
<b>Total</b>		<b>172,507</b>	<b>695,000</b>	-	-	

**TELFORD & WREKIN COUNCIL**

**CABINET – 10<sup>th</sup> DECEMBER 2015**

**PROCUREMENT UPDATE**

**REPORT OF ASSISTANT DIRECTOR OF LAW, DEMOCRACY AND PEOPLE SERVICES**

**LEAD CABINET MEMBER – CLLR LEE CARTER**

**PART A) – SUMMARY REPORT**

**1. SUMMARY OF MAIN PROPOSALS**

For Members to consider the update of the Council's Procurement Intentions Documents and general progress with effective procurement and contract management

**2. RECOMMENDATIONS**

**2.1 Cabinet to note the procurement updates in this report**

**2.2 Cabinet to note the Procurement Intentions Document (Appendix B) and where indicated, approve delegation to the appropriate officers (as per the Contract Procedure Rules) to progress new procurements through the tender process to contract award.**

**3. SUMMARY IMPACT ASSESSMENT**

<b>COMMUNITY IMPACT</b>	Do these proposals contribute to specific Co-Operative Council priority objective(s)?	
	Yes	Best value procurement in line with the Contract Procedure Rules promote engagement of local suppliers and stakeholders
	Will the proposals impact on specific groups of people?	
	No	
<b>TARGET COMPLETION/DELIVERY DATE</b>	The Procurement Intentions Document is a live document regularly updated by SDMs throughout the year with updates to Cabinet every 6 months at a minimum	
<b>FINANCIAL/VALUE FOR MONEY IMPACT</b>	Yes	The Council has made ongoing savings of just over £80m since 2009/10. The delivery of future cuts will become increasingly challenging as local government continues to face Government funding reductions and it is likely that front line services will be impacted. Delivering savings through effective

		procurement is therefore an important feature of the budget strategy with over £11m being identified since 2009/10 and further savings being considered as the 2016/17 strategy is being developed. Active contract management also ensures continued value for money is achieved through the life of contracts. Improving social outcomes through the procurement process could also lead to reduced demand on services and potentially lower costs.
<b>LEGAL ISSUES</b>	Yes	The procurement intentions document, Appendix B, is both transparent for all businesses to be able to see and prepare for forthcoming procurements that the Council will be undertaking but also is a transparent process to evidence appropriate delegations to officers. The delegations sought in this report are for officers to be able to commence and complete the procurement activity detailed in Appendix B and for contracts to be executed, depending upon their value, either under seal or under hand and as such the decisions sought may be key decisions. All contracts must comply with relevant EU requirements as well as provisions contained within the Council's Contract Procedure Rules. In addition, service contracts must comply with the provisions contained in the Public Services (Social Value) Act 2012. Each procurement will need to follow due process in accordance with the Council's constitutional internal and legislative requirements, with advice from Strategic Procurement Team and Legal Services, if appropriate.
<b>OTHER IMPACTS, RISKS &amp; OPPORTUNITIES</b>	Yes	The Procurement Intentions Document can be published externally. This helps the Council's supply chain prepare for up and coming tender opportunities.
<b>IMPACT ON SPECIFIC WARDS</b>	No	

## **PART B) – ADDITIONAL INFORMATION**

### **4. INFORMATION**

- 4.1 This update report focuses on the Council's drive to increase the social value in our contracts and to embed robust contract management
- 4.2 The Council's social value policy states that we should consider wider social value in all our contracts where it is proportional and relevant. So that means considering the wider impact of People, Profit and Planet. At the outset of commissioning and

procurement, Officers are encouraged to consider how social value could link directly to our priorities and support demand management. For example, the following questions can be asked in tenders which are far more targeted:

- *The Council has identified the two following aims for delivering social value through this contract:*

*To improve the life chances for Young Offenders and Care Leavers – what opportunities can you provide to support this e.g. work experience and mentoring etc?*

*Improving residents critical skills and employability – what opportunities can you provide to support this particularly through involvement of local suppliers within your supply chain?*

- *The Council is keen to ensure that its procurement is sustainable:*

*Please provide evidence to show how you work to minimise the risk on the environment and manage your CO2 reduction and how this will be managed on this contract?*

*What processes do you have in place to manage your supply chain with regards to prompt payment of subcontractors and local sourcing strategies and how will these be utilised in this contract?*

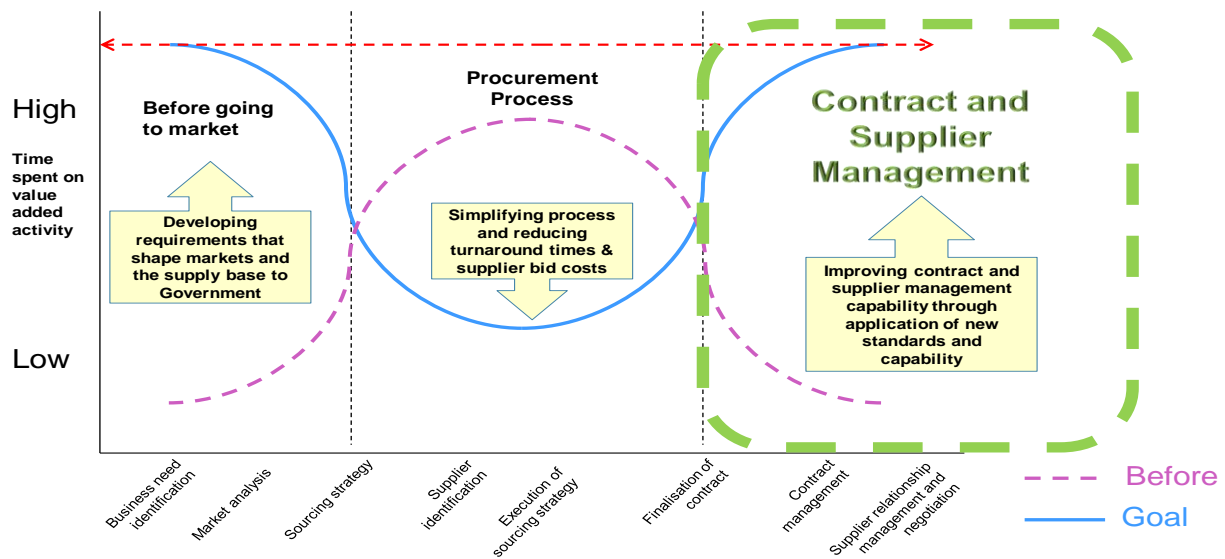
- *The Council has a duty to consider social value as part of its contracts*

*In addition to the service itself, what added social value will you be able to bring to the borough or local community whilst carrying out this contract?*

4.3 The results will be that officers can measure the social value return on investment and hold suppliers to account. Contracts can, where relevant, link into specific priorities help the Council reduce demand for services. Where pre market engagement with communities and suppliers has identified social value options, these can also be included. Social Value is mandated for service contracts only over EU thresholds but the Council's strategy is to consider it for any procurement based on relevance and proportionality. This was the case with a £4m works contract which currently out to tender with questions around CO2 reduction, supply chain and social value. The result will be a contract that delivers improved road infrastructure on time and within budget with a reduced CO2 cost to the environment and added benefit to the local economy and residents through a wider remit. Although the emphasis is to get social value established at the outset of commissioning a service, holding a supplier to account through contract delivery ensures there is a measurable output.

4.4 The way we procure has changed dramatically over the last two years. The diagram below shows the direct of travel; the Council is carrying out more pre market engagement, less complex procurement methods and exploring increased opportunities for continued added value through contract management.

## Contract Management – Part of our DNA



- 4.5 The Council's contract register details all active contracts over £10k that requires contract management. The level of contract management will vary from simple checking of invoices against service delivery to dedicated contract monitoring with supplier and relationship management. Every contract must have some degree of contract management.
- 4.6 In response to the Procurement Audit Report (Sept 15) The Procurement Task Force<sup>1</sup> is leading on a council wide review of contract management. The initial focus will be ensuring that robust contract and relationship management processes are in place to manage the Council's top 20% of contracts. Attached at Appendix A is a list of active contracts along with the suppliers and, as expected, the top 20% make up around 80% of the Council's total contractual expenditure.
- 4.7 Effective contract management delivers value and savings through the life of the contract which builds on the savings achieved as a result of the procurement itself. Evidence of this happening over the past few months is:
- Savings of £100k achieved through working with a supplier to review the service being provided and agreeing a more streamlined approach.
  - £35k has been saved by reviewing a contract and removing an insurance no longer required
  - Defaults notices are being issued to suppliers where performance is not in accordance with the contract. These are subsequently resulting in service credits being paid back to the Council as well as improved service outcomes.
  - Suppliers are increasingly offering discounts for early payment terms at the outset of a contract and during its term where possible

<sup>1</sup> Consists of a representative Service Delivery Manager for each Service Area

- A new Contract has been let for Temporary Agency Resources with Matrix. Savings will be achieved through reduced managed service costs but it should be noted that savings are dependant upon levels of spend and the Council will actively be seeking to reduce spend on agency workers in coming years.

4.8 The latest Procurement Intentions Document attached at Appendix B, details the anticipated procurement activity across the Council for the next 6+ months. This is a live document regularly updated by SDMs with the current status of their projects. Some projects are still ongoing from the last update to Cabinet in June 15 and progress can be seen in the updated comments. All values are indicative. In all cases detailed, social media and our webpage are used to market opportunities to encourage local business to bid as well as national organisations.

## 5. **IMPACT ASSESSMENT – ADDITIONAL INFORMATION**

## 6. **PREVIOUS MINUTES**

Procurement Update CB-8 25<sup>th</sup> June 2015

## 7. **BACKGROUND PAPERS**

Report prepared by Sarah Bass, Strategic Procurement Ext 82470

Service Area	Business Unit	Contract Title	Estimated Total Contract Value £ (excl VAT & value of permitted extension)	Supplier
Neighbourhood & Customer Services	Strategic Waste & Performance Services Management	Phase 1 Dry kerbside recycling collection contract Phase 2 Household waste, green waste	£298,823,000.00	Veolia ES Telford & Wrekin Limited
Neighbourhood & Customer Services	Environment and Open Space	Environmental Maintenance Contract	£216,000,000.00	Telford & Wrekin Services
Leisure Culture Facilities MGT	Facilities Management & Cleaning	Hadley Learning Community and Jigsaw Project	£118,000,000.00	Pyramid Schools (Hadley) Ltd
Family, Cohesion & Commissioning	Vulnerable People Commissioning	Lightmoor View	£19,786,660.65	Coverage Care Services Ltd
Education & Corporate Parenting	Building Schools for the Future Team	Lakeside Academy and Grange Park Primary	£17,984,875.00	Shepherd Construction Ltd
Development, Business & Employment	Business Development & Planning	Proposed Development of Affordable Housing at land at Telford	£17,000,000.00	Bromford Housing Association Ltd
Education & Corporate Parenting	Building Schools for the Future Team	Telford Co-operative Academy	£15,745,000.00	Shepherd Construction Ltd
Education & Corporate Parenting	Building Schools for the Future Team	Charlton School	£15,200,000.00	Shepherd Construction Ltd

Education & Corporate Parenting	Building Schools for the Future Team	Holy Trinity Academy	£14,200,000.00	Shepherd Construction Ltd
Education & Corporate Parenting	Building Schools for the Future Team	Ercall Wood	£14,100,000.00	Shepherd Construction Ltd
Safeguarding and Childrens Specialist Services	ALL	Non-accommodation Services Framework	£10,536,000.00	30 providers on framework
Family, Cohesion & Commissioning	Vulnerable People Commissioning	The Grove and Maurice Lee Avenue (MLA)	£9,669,799.60	Dimensions (UK) Ltd
Education & Corporate Parenting	Building Schools for the Future Team	Burton Borough	£8,600,000.00	Shepherd Construction Ltd
Family, Cohesion & Commissioning	Vulnerable People Commissioning	Keepers Crescent and Doseley Road	£7,188,500.00	Dimensions (UK) Ltd
Leisure Culture Facilities MGT	Catering	Frozen Foods & Grocery	£4,500,000.00	Bikold
Family, Cohesion & Commissioning	Transport	Transport - Education	£4,500,000.00	AT Brown, Elcocks, Arriva, Diamond Cars, Express travel, KLM travel, M&B Minibus, Minibus Hire, Shaws travel Ultimate Taxis
Neighbourhood & Customer Services	Highway & Engineering Services	MINOR CAPITAL WORKS /Rapid Response 2015 - 2017	£4,300,000.00	1st Fitzgerald Contractors Ltd; 2nd McPhillips (Wellington ) Ltd;
Neighbourhood & Customer Services	ICT Infrastructure Design & Support	Capita Network and Telephony Contract	£4,165,280.00	Capita IT Services
Safeguarding and Childrens Specialist Services	All	Bettercare Keys	£4,066,655.00	Bettercare Keys
Family, Cohesion & Commissioning	Vulnerable People Commissioning	34 Contracts for Dom Care	£4,000,000.00	A1 Supported Living

Law, Democracy & People Services	Procurement	Solar Farm	£4,000,000.00	Izen
Family, Cohesion & Commissioning	Vulnerable People Commissioning	Chillcott Gardens Extra Care Scheme	£3,933,809.33	Coverage Care Services Ltd
Family, Cohesion & Commissioning	Transport	Taxi Transport	£3,381,684.00	Go Cars, Abdul Rashid Abid Tawasin, BS Dhaliwal Diamond Cars Mamood Hussain Mohammis Shabaz, Prestige Cars, Sukdav Singh, Taxi 299299, TS Dhaliwal, Ulitmate Taxis, Afzal Taxi ( Spot Only)
Law, Democracy & People Services	People Services	Managed Services for Temporary Agency Resources	£3,169,475.00	Comensura Ltd
Education & Corporate Parenting	Building Schools for the Future Team	Adams Grammar School	£3,115,000.00	Shepherd Construction Ltd
Neighbourhood & Customer Services	Strategic Waste & Performance Services Management	Granville Civic Recycling Centre	£2,992,000.00	SITA
Audit, Finance & Information Governance	Corporate Finance	Insurance Services	£2,723,481.00	Travellers Ltd
Neighbourhood & Customer Services	Joint ownership between Highways & Engineering Services and Highways & transport	Professional Services Contract	£2,700,000.00	CH2M
Neighbourhood & Customer Services	Transport & Highway Development	Public Bus Services	£2,490,900.00	Arriva Midlands
Health, Well-being & Public Protection	Public Health Commissioning	Sexual Health Services	£2,298,132.00	Staffordshire & Stoke on Trent Partnership NHS Trust

Family, Cohesion & Commissioning	Vulnerable People Commissioning	Bournville House Extra Care Scheme	£2,139,326.90	Accord Housing Association
Family, Cohesion & Commissioning	Vulnerable People Commissioning	Parkwood Extra Care Scheme	£2,034,188.04	Accord Housing Association
Family, Cohesion & Commissioning	Vulnerable People Commissioning	Sheltered Schemes - WHT	£1,798,638.00	Wrekin Housing Trust
Family, Cohesion & Commissioning	Vulnerable People Commissioning	Morris Care Intermediate Care Beds	£1,564,200.00	Morris & Co Ltd
Family, Cohesion & Commissioning	Vulnerable People Commissioning	Barclay Gardens (Beds and Day Care 2015 to 2017)	£1,527,587.28	Coverage Care Services Ltd
Health, Well-being & Public Protection	Public Health	Health Visiting and FNP	£1,500,000.00	Shropshire Community Health Trust
Neighbourhood & Customer Services	ICT Infrastructure Design & Support	Hardware/Personal Devices Contract	£1,500,000.00	European Electronique Ltd
Family, Cohesion & Commissioning	Vulnerable People Commissioning	Short term Supported Accommodation Services	£1,420,000.00	Bromford Housing Association Ltd
Audit, Finance & Information Governance	Corporate Finance	Insurance Services	£1,361,196.73	Risk Management Partners Ltd
Leisure Culture Facilities MGT	Leisure, Facilities & Services	Cardiovascular and Fitness Equipment	£1,300,000.00	Cybex UK Ltd
Development, Business & Employment	Business Development & Planning	Supply & Installation of Stairlifts	£1,250,000.00	Stannah Stairlifts Ltd

Family, Cohesion & Commissioning	Vulnerable People Commissioning	Carlidge House Intermediate Care Beds	£1,236,593.95	Accord Housing Association
Family, Cohesion & Commissioning	Vulnerable People Commissioning	High Mount	£1,228,044.48	Accord Housing Association
Health, Well-being & Public Protection	Public Health Commissioning	SCHNHST (Shropshire Community Health NHS Trust)	£1,200,000.00	Shropshire Community Health NHS Trust
Family, Cohesion & Commissioning	Vulnerable People Commissioning	Floating Support	£1,158,324.00	Stay
Family, Cohesion & Commissioning	Vulnerable People Commissioning	Contribution to services Age UK	£1,099,886.50	Age UK Shropshire, Telford & Wrekin
Family, Cohesion & Commissioning	Vulnerable People Commissioning	Floating Support	£1,053,000.00	Bromford Housing Association Ltd
Leisure Culture Facilities MGT	Facilities Management & Cleaning	Schoolwatch Services	£1,050,000.00	Business Watch Guarding Ltd
Health, Well-being & Public Protection	Public Health	Substance Misuse Clinical Service	£981,311.00	Inclusion - South Staffordshire and Shropshire Healthcare NHS Foundation Trust
Health, Well-being & Public Protection	Public Health	STARS (Substance Misuse Treatment And Recovery Service)	£947,130.00	Aquarius Action Projects
Family, Cohesion & Commissioning	Vulnerable People Commissioning	Choices Station Mews	£924,732.32	Choices Housing Association

Family, Cohesion & Commissioning	Transport	Medical and severe mobility transport	£795,484.00	Afzal Taxis, Abdul Tawasin, BS Dhaliwal, C Humphries, Emergency Medical Services, Go Cars, M Hussain, M Shaban, Medical Services Ltd Abdul Rashid Sukdav Singh TS Dhaliwal Friendly Transport Services
Neighbourhood & Customer Services	ICT	EE PSN Mobile Telephony	£792,000.00	EE
Neighbourhood & Customer Services	Revenues & Benefits	Debt Recovery Services	£750,000.00	Rossendales and Jacobs
Neighbourhood & Customer Services	ICT Desktop Services	Agresso Business World	£725,500.00	Crown Commercial Services
Family, Cohesion & Commissioning	Vulnerable People Commissioning	All Ages Carers Service	£629,562.00	Telford & Wrekin CVS
Neighbourhood & Customer Services	ICT	IDOX Managed Service	£625,000.00	IDOX ESRI
Neighbourhood & Customer Services	Transport & Highway Development	Public Bus Services	£600,000.00	Arriva Midlands
Leisure Culture Facilities MGT	Catering	Fresh Fruit & Vegetables	£600,000.00	Rowlands
Leisure Culture Facilities MGT	Catering	Fresh Meat	£600,000.00	John Sheppard Catering butchers
Family, Cohesion & Commissioning	Vulnerable People Commissioning	Ellen Court Mental Health Rehabilitation	£594,987.00	Accord Housing Association
Development, Business & Employment	Planning	MIS	£509,000.00	MIS Local Government Systems Ltd

Neighbourhood & Customer Services	Transport & Highway Development	West Midlands Highway Alliance Professional Services Contract - Framework Agreement	£500,000.00	Jacobs
Neighbourhood & Customer Services	Transport & Highway Development	Ground Investigation Term Contract	£500,000.00	Jacobs, Atkins, SWK
Neighbourhood & Customer Services	Environment and Open Space	Ground Rock Salt	£480,000.00	Salt Union Ltd
Audit, Finance & Information Governance	Corporate Finance	Agresso Business World	£463,000.00	Unit 4 Business Software
Family, Cohesion & Commissioning	Vulnerable People Commissioning	Healthwatch Telford & Wrekin	£458,298.00	Healthwatch Telford and Wrekin Ltd
Family, Cohesion & Commissioning	Vulnerable People Commissioning	Home and Community Support Based (3 YA)	£442,493.70	Swanton Care
Health, Well-being & Public Protection	Public Health Commissioning	Stop Smoking Services	£438,500.00	North51
Neighbourhood & Customer Services	Transport & Highway Development	901 AND 902 ITT	£432,000.00	Arriva
Family, Cohesion & Commissioning	Vulnerable People Commissioning	Action for Children	£428,427.00	Action For Children
Development, Business & Employment	Property & Design	Stairlifts & Homelifts	£425,000.00	Handicare

Neighbourhood & Customer Services	Highway & Engineering Services	Street lighting maintenance	£420,000.00	Prysmian Cables
Family, Cohesion & Commissioning	Vulnerable People Commissioning	Integrated Community Alarm and Telecare	£419,500.00	Wealden and Eastbourne Lifeline
Education & Corporate Parenting	Building Schools for the Future Team	Legal Adviser	£413,000.00	Ward Hadaway
Family, Cohesion & Commissioning	Vulnerable People Commissioning	Residential Based Support	£409,963.32	Choices Housing Association
Leisure Culture Facilities MGT	Leisure, Facilities & Services	Oakengates Tennis Centre	£400,000.00	First Point Tennis Coaching
Neighbourhood & Customer Services	ICT	I-World Support and Maintenance	£376,908.80	Northgate Information Solutions UK
Neighbourhood & Customer Services	ICT Desktop Services	Xerox/SCC Managed MFD Print Solution	£375,000.00	Lenovo Financials (Xerox) Managed Services - M2/SCC
Family, Cohesion & Commissioning	Vulnerable People Commissioning	Independent Advice and Advocacy	£365,878.00	Telford & Wrekin Citizens Advice Bureau
Family, Cohesion & Commissioning	Vulnerable People Commissioning	Home and Community Support Based	£357,739.20	Finefutures Ltd
Development, Business & Employment	Property & Design	Maintenance of boilers/burners and heating equipment	£315,000.00	Birchells
Neighbourhood & Customer Services	IDS Infrastructure Design & Support Team	ESPO 113 Framework	£300,000.00	Dell

Neighbourhood & Customer Services	Revenues & Benefits	External Print and Design Framework	£300,000.00	Taws Printers; HSW Print; Belmont Press Ltd; Deltor Communications; Lexon Group; Marketing at the Mill; Precision Colour Printing; FPG Lion; Lexon Group; Marketing at the Mill; Telford Reprographics; Tudor Print & Signs; Jaz Media; On-Demand Technology; DSI Billing Services Ltd Ferrier Pearce Creative Group; OnTrac360; Blue Chilli; Sector Marketing; Starfish; Silk Group; Allwag Promotions Ltd; Creative Emporium
Family, Cohesion & Commissioning	Vulnerable People Commissioning	Concierge Service at Barclay Gardens	£289,099.59	Supreme Home Care
Neighbourhood & Customer Services	IDS Infrastructure Design & Support Team	Data Centre Infrastructure Procurement via CCS Media Ltd	£287,688.60	European Electronique Limited
Neighbourhood & Customer Services	ICT Desktop Services	Print Services Production Equipment	£281,930.00	Xerox (UK) Ltd
Leisure Culture Facilities MGT	Catering	Provision of Schools Catering Management System	£275,000.00	Nationwide Retail Systems Ltd
Neighbourhood & Customer Services	Customer & Registration Services	ESPO376F	£270,000.00	Bertram Library Services (Adult Literature) Peters Booksellers (Childrens Literature)

Audit, Finance & Information Governance	Corporate Finance	Agresso Business World	£262,500.00	Unit 4 Business Software
Neighbourhood & Customer Services	ICT Business Support	All Authority Software including Microsoft licensing agreements	£240,000.00	Phoenix Software Limited
Neighbourhood & Customer Services	Transport & Highway Development	Traffic Signals & Associated equipment	£240,000.00	Telent Technology Services Limited
Audit, Finance & Information Governance	Corporate Finance	Lloyds Banking Group	£240,000.00	Lloyds Banking Group
Neighbourhood & Customer Services	ICT Programmes & Projects	CRM Development - On Site Development	£236,045.00	SCC
Leisure Culture Facilities MGT	Catering	Fresh Milk	£225,000.00	Johal Dairy
Neighbourhood & Customer Services	ICT Desktop Services	EDMS Information @ Work	£218,572.00	Northgate Information Solutions UK
Health, Well-being & Public Protection	Public Health Commissioning	NHS Health Check	£185,000.00	GPs

Leisure Culture Facilities MGT	Facilities Management & Cleaning	Schools' Grounds Maintenance	£170,000.00	Oakleaf Grounds Services Nobridge Ltd Cropper Grounds Maintenance Waste Recycling Group Ltd (Telford & Wrekin Services Ltd)
Development, Business & Employment	Property & Design	Internal Cleaning Bus Station	£165,000.00	Ocean Contract Cleaning Ltd
Health, Well-being & Public Protection	Public Health Commissioning	HIV Support Services	£163,500.00	Terrence Higgins Trust
Audit, Finance & Information Governance	Corporate Finance	Insurance Services	£160,618.37	Gallagher Bassett
Development, Business & Employment	Regeneration & Investment	Hadley Redevelopment - Phase 2 (Pt 1) Maintenance and Defect Period	£160,000.00	Paveaways Ltd
Family, Cohesion & Commissioning	Transport	Swimming and Leisure Transport	£160,000.00	AT Brown, Elcocks
Neighbourhood & Customer Services	Customer & Registration Services	Grave Digging & Associated Works Contract	£156,000.00	P&W Maintenance Contracting Ltd
Family, Cohesion & Commissioning	Commissioning Vulnerable People	Support Broker Service	£153,700.00	My Support Broker CIC
Neighbourhood & Customer Services	Customer & Registration Services	Archiving Contract	£153,330.00	Shropshire County Council
Health, Well-being & Public Protection	Public Health	Medically Assisted Inpatient Detoxification	£150,000.00	CAIS, Arch Initiatives, Broadreach House
Development, Business & Employment	Property & Design	Maintenance of Fire Extinguishers	£150,000.00	Churches Fire
Leisure Culture Facilities MGT	Arts & Culture	Alcohol and Non Alcohol	£150,000.00	Molson Coors
Law, Democracy & People Services	Procurement	National Workplace solutions Framework	£150,000.00	Lyreco

Law, Democracy & People Services	Procurement	Washroom Services	£150,000.00	PHS Washrooms
Development, Business & Employment	Property & Design	Fire Alarm Testing	£142,000.00	Security Wise
Neighbourhood & Customer Services	ICT Desktop Services	SupportWorks	£141,177.00	Hornbill
Safeguarding and Childrens Specialist Services	All	Systemic Practice Training (Children's Social Work workforce)	£139,175.00	Morning Lane Associates (in partnership with Institute of Family Therapy)
Neighbourhood & Customer Services	ICT Programmes and Projects	Internet Filtering	£134,000.00	Insight
Family, Cohesion & Commissioning	Vulnerable People Commissioning	Independent Mental Health Advocacy	£133,345.00	Shropshire Independent Advocacy Scheme Ltd
Family, Cohesion & Commissioning	Vulnerable People Commissioning	IASS	£128,660.00	Telford & Wrekin CVS
Neighbourhood & Customer Services	ICT	Docs Online Services	£128,000.00	Northgate Information Solutions UK
Audit, Finance & Information Governance	Corporate Finance	Insurance Services	£127,583.64	Lloyds
Health, Well-being & Public Protection	Public Health Commissioning	Stop Smoking in Pregnancy	£125,500.00	ice creates

Health, Well-being & Public Protection	Public Health	Shropshire and Telford & Wrekin Councils on behalf of the Senior Coroner Contract for Body Removal	£120,000.00	A S Morris & Son; Aubrey Kirkham Funeral Directors Ltd; E J Edgeterton & Son Ltd; Frank Painter & Son inc Grindalls of Wem; J R Williams Funeral Director Ltd; Perry & Phillips Funeral Directors ; W R R Pugh & Son Ltd; Sapphire Funeral Services Ltd; Tranter Funerals Ltd; Victoria Allen Funeral Services Ltd; David davies & Sons.
Neighbourhood & Customer Services	ICT Applications BSF	CMIS Bromcom Progresso E-Portal	£120,000.00	Advanced Business Systems, Bromcom, RM, Tribal
Neighbourhood & Customer Services	Customer & Registration Services	T&W Saas	£106,690.00	Axiel
Audit, Finance & Information Governance	Corporate Finance	Bank: HSBC	£105,000.00	HSBC - contract ends Sept 2015 but accounts remain open until 03/2016
Family, Cohesion & Commissioning	Vulnerable People Commissioning	Home and Community Support Based	£103,685.40	Finefutures Ltd
Health, Well-being & Public Protection	Public Health	Medically Managed Inpatient Detoxification	£100,000.00	CAIS, Broadreach House, Burton Addiction Centre
Development, Business & Employment	Property & Design	Electrical Contract	£99,000.00	JCE Electrical
Neighbourhood & Customer Services	ICT	Registrars Software	£94,400.00	Stopford Information Systems Ltd
Audit, Finance & Information Governance	Corporate Finance	Treasury Advisors	£92,500.00	Arlingclose

Development, Business & Employment	Regeneration & Investment & Business Planning and Invest	Telford International Railfreight Park	£90,000.00	DB Schenker
Family, Cohesion & Commissioning	Vulnerable People Commissioning	Independent Sector Support and Work Force Development	£88,413.15	Shropshire Partners In Care (SPIC)
Family, Cohesion & Commissioning	Vulnerable People Commissioning	Halifax Drive	£87,054.00	Habinteg Housing Association
Neighbourhood & Customer Services	Revenues & Benefits	Blue Badge Assessments	£81,000.00	Access Independent
Family, Cohesion & Commissioning	Commissioning Vulnerable People	Bradbury House	£76,728.00	Shropshire County Council (through Mencap)
Family, Cohesion & Commissioning	Vulnerable People Commissioning	Pauline Close (aka Holyhead Road) Supported Housing	£76,540.95	Bromford
Family, Cohesion & Commissioning	Vulnerable People Commissioning	NCAS STW (NHS Complaints Advocacy Service Shropshire and Telford & Wrekin)	£75,934.76	Pohwer
Co-operative Council Delivery Team	Co-operative Council Delivery Team	Deaf Communication Support	£72,000.00	VISS Sign Language Interpreting Service (Shropshire) Ltd
Neighbourhood & Customer Services	ICT Programmes & Projects	Premier Support Services 2 year Support Contract	£70,856.40	Microsoft

Neighbourhood & Customer Services	ICT Desktop Services	Xerox/SCC Managed MFD Print Solution	£70,088.84	Lenovo Financials (Xerox) Managed Services - M2/SCC
Health, Well-being & Public Protection	Public Health	Breastfeeding Service	£70,000.00	Shropshire Community Health Trust
Health, Well-being & Public Protection	Public Health Commissioning	GP Shared Care and Liaison Service	£70,000.00	7 GP Practices in Telford and Wrekin
Health, Well-being & Public Protection	Public Health Commissioning	Pharmacy Supervised Consumption	£66,660.00	Majority of Pharmacists in Telford and Wrekin
Audit, Finance & Information Governance	Corporate Finance	Insurance Services	£66,355.65	Haughton Steam Boiler Engineering Insurance Ltd
Neighbourhood & Customer Services	ICT	M3 Client Web Services	£63,116.00	Northgate Information Solutions UK
Law, Democracy & People Services	Legal Services	Westlaw/Practical Law	£63,000.00	Westlaw/Practical Law
Audit, Finance & Information Governance	Corporate Finance	Electronic Payment Collection	£60,000.00	Allpay Net Ltd
Neighbourhood & Customer Services	ICT	BT Premier Value Agreement	£56,886.12	BT
Neighbourhood & Customer Services	Revenues & Benefits	Print Services Production Equipment	£56,385.88	Xerox (UK) Ltd
Neighbourhood & Customer Services	Revenues & Benefits	R&B Processing	£50,000.00	Northgate

Neighbourhood & Customer Services	Revenues & Benefits	ESPO Framework 3039: Concessionary Bus Travel - Pass Production	£50,000.00	ESP Systex Ltd
Co-operative Council Delivery Team	Co-operative Council Delivery Team	Translation & Interpretation	£50,000.00	Pearl Linguistics
Law, Democracy & People Services	Legal Services	DX Subscription	£49,000.00	DX Group
Law, Democracy & People Services	Legal Services	IKEN Case Management	£49,000.00	IKEN
Law, Democracy & People Services	Legal Services	Alpha Law	£48,000.00	Alpha Law
Health, Well-being & Public Protection	Public Health Commissioning	Stop Smoking Service - Hospital	£38,600.00	SaTH
Neighbourhood & Customer Services	ICT Applications	Civica ICON - Annual Support and Maintenance	£36,628.00	Civica UK Ltd
Neighbourhood & Customer Services	ICT Programmes & Projects	SQL & Oracle Database Support	£36,000.00	Joraph
Neighbourhood & Customer Services	Customer & Registration Services	Vehicle Lease	£34,090.59	Tortons via fleet management
Development, Business & Employment	Property & Design	Window Cleaning	£30,000.00	Clearstone Solutions Ltd
Audit, Finance & Information Governance	Corporate Finance	Cash Collection Corporate	£30,000.00	G4S Cash Solutions Ltd
Safeguarding and Childrens Specialist Services	Children In Care, Assessment and Case Management, Child Protection, Childrens Specialist Services	Independent Visitors	£29,700.00	The Children's Society (Services) Ltd
Family, Cohesion & Commissioning	Vulnerable People Commissioning	Support for people with visual impairment	£29,128.29	Sight Loss Shropshire

Family, Cohesion & Commissioning	Vulnerable People Commissioning	Independent Mental Capacity Advocacy & Deprivation of Liberty Service	£26,072.80	Pohwer
Safeguarding and Childrens Specialist Services	Childrens Specialist Services	West Mercia Consortium Inter Agency Child Protection Procedures	£26,000.00	Tri X
Neighbourhood & Customer Services	Revenues & Benefits	Emergency Welfare Assistance (Crisis) IT system	£25,000.00	IEG4
Audit, Finance & Information Governance	Corporate Finance	Insurance Broker Contract	£24,700.00	Aon Ltd
Neighbourhood & Customer Services	ICT	Sun Hardware Support and Maintenance	£22,812.00	Esteem Systems Ltd
Law, Democracy & People Services	Procurement	E-Sourcing Portal	£18,500.00	Bip Solutions - Delta
Safeguarding and Childrens Specialist Services	Family placements Team	Advice & Mediation Regional contract	£15,888.00	Fostering Network
Neighbourhood & Customer Services	Healthy Lifestyles Team	Data Collection Reporting Service - DCRS Health Trainer IT system	£14,970.00	NHS Midland and Lancashire CSU
Health, Well-being & Public Protection	Public Health Commissioning	GP LES	£14,000.00	GP in Borough
Neighbourhood & Customer Services	Revenues & Benefits	Tracing	£13,350.00	Locta
Neighbourhood & Customer Services	Revenues & Benefits	Tracing	£12,600.00	Experian

Neighbourhood & Customer Services	Revenues & Benefits	ESPO Framework 3039: Concessionary Bus Travel - Issue Record Management	£12,000.00	Unicard Ltd
Health, Well-being & Public Protection	Public Health Commissioning	Pharmacy LES	demand led	Pharmacies in Borough
Neighbourhood & Customer Services	IDS Infrastructure Design & Support Team	Wireless Network Infrastructure Procurement via CCS Media Ltd	demand led	European Electronique Limited
Audit, Finance & Information Governance	Audit	IT Audit Provision	demand led	TIAA; Haines Watts; PWC and BDO
Audit, Finance & Information Governance	Purchase Ledger	Invoice scanning and Imaging Solution	demand led	Version 1
Law, Democracy & People Services	Procurement	Government Procurement Card 2015	demand led	Lloyds
Law, Democracy & People Services	Procurement	GPC Barclaycard	demand led	Barclaycard
Law, Democracy & People Services	Procurement	Gas	demand led	Total (contract managed by WME on behalf of owning Authorities)

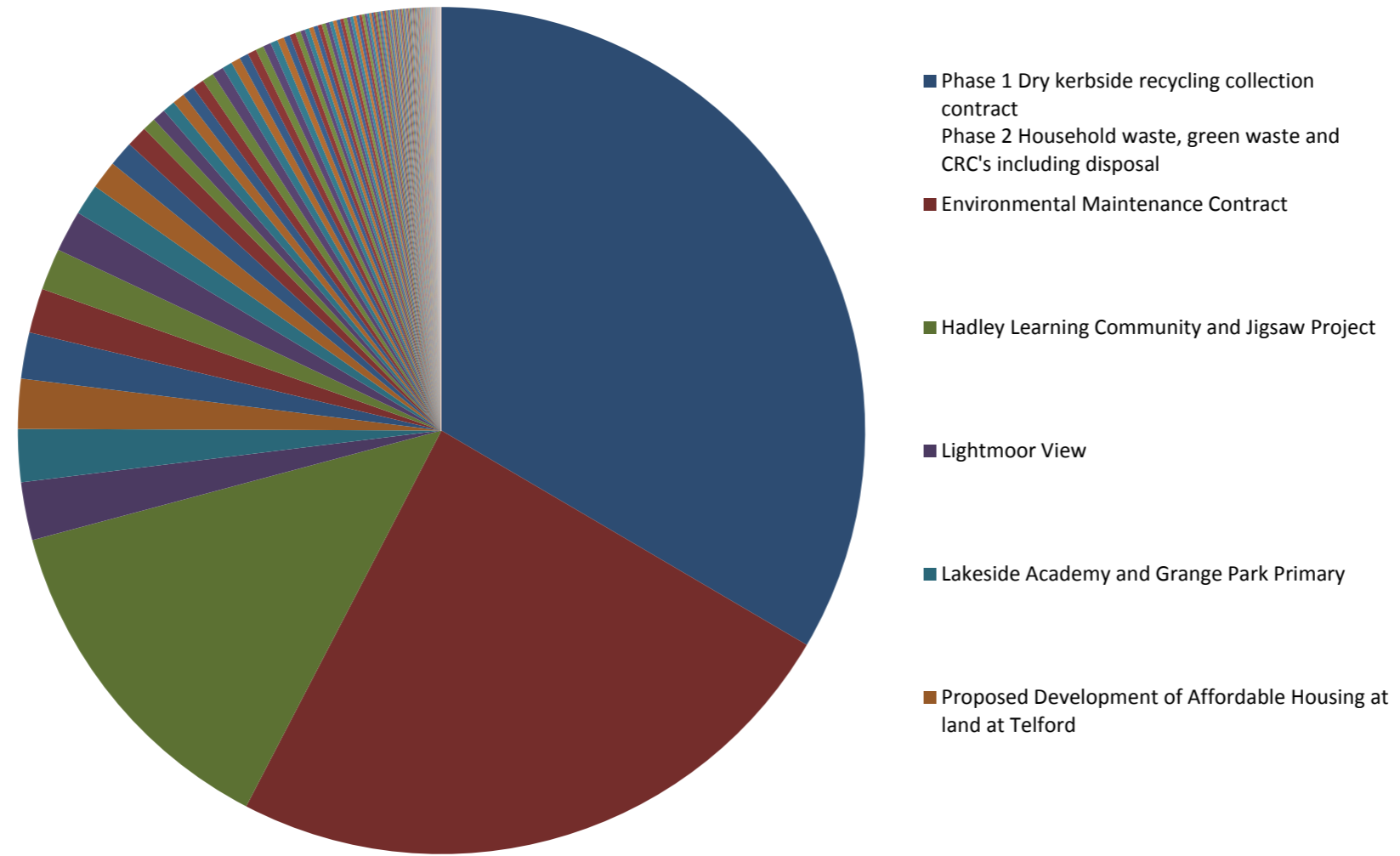
Law, Democracy & People Services	Procurement	Electricity	demand led	Total (contract managed by WME on behalf of owning Authorities)
Law, Democracy & People Services	Procurement	Liquid Fuel	demand led	Town and Country (contract managed by WME on behalf of owning authorities)

Safeguarding and Childrens Specialist Services	Children In Care, Assessment and Case Management, Child Protection, Childrens Specialist Services	Regional Residential Framework	demand led	ABC Care and Education Ltd, Longdon Hall School Ltd, Acorn Norfolk Ltd, Active 8 Care Limited, Adventure Care Ltd, Albrighton Care Ltd, Altum Residential Care Ltd, Amberleigh Care Ltd, AMOS Aftercare Moving On Scheme Ltd, Anderida Adolescent Care Ltd, Applegree Children"s Care LTD, Archways care Ltd, Aston Children"s Care Ltd, Barnardo"s, Bettercare Keys Limited, Bright Futures Care Ltd, Broadwood Educational Services Limited, Broadwood Residential
Safeguarding and Childrens Specialist Services	Children In Care, Assessment and Case Management, Child Protection, Childrens Specialist Services	Sub-regional Supported Accommodation	demand led	50 West Midlands Suppliers
Family, Cohesion & Commissioning	Vulnerable People Commissioning	Barclay Gardens	demand led	Bromford
Family, Cohesion & Commissioning	Vulnerable People Commissioning	Beech Spinney	demand led	Bournville Village Trust Subcontracted to Home Farm Trust
Family, Cohesion & Commissioning	Vulnerable People Commissioning	Emergency Response Carers Service	demand led	Direct Health (UK) Ltd

Family, Cohesion & Commissioning	Vulnerable People Commissioning	Community Meals 2014	demand led	ICare (GB) Ltd
Family, Cohesion & Commissioning	Vulnerable People Commissioning	St. Georges Park	demand led	Rotherwood (St. Georges Park) Healthcare
Family, Cohesion & Commissioning	Vulnerable People Commissioning	Provision of Financial Services	demand led	FAIRshare Credit Union
Safeguarding and Childrens Specialist Services	Children In Care, Assessment and Case Management, Child Protection, Childrens Specialist Services	The Retreat and Heathgates Farm - National Residential Contract	demand led	Physis Quantum
Safeguarding and Childrens Specialist Services	Children In Care, Assessment and Case Management, Child Protection, Childrens Specialist Services	Bythnod and Hendre - National Residential Contract	demand led	Branas Isaf
Safeguarding and Childrens Specialist Services	Children In Care, Assessment and Case Management, Child Protection, Childrens Specialist Services	Access School - National Schools and Colleges Contract	demand led	Family Care Associates Ltd
Family, Cohesion & Commissioning	Vulnerable People Commissioning	Heywood Lonsdale Court	demand led	Housing 21
Safeguarding and Childrens Specialist Services	Children In Care, Assessment and Case Management, Child Protection, Childrens Specialist Services	Family Foster Care National Fostering Contract	demand led	Family Foster Care

Safeguarding and Childrens Specialist Services	Children In Care, Assessment and Case Management, Child Protection, Childrens Specialist Services	Inmind Childrens Services - National Residential Contract	demand led	Inmind Childrens Services
Safeguarding and Childrens Specialist Services	Children In Care, Assessment and Case Management, Child Protection, Childrens Specialist Services	National Fostering Agency - National Fostering Contract	demand led	National Fostering Agency
Safeguarding and Childrens Specialist Services	Children In Care, Assessment and Case Management, Child Protection, Childrens Specialist Services	Park Foster Care - National Fostering Contract	demand led	Park Foster Care
Safeguarding and Childrens Specialist Services	Children In Care, Assessment and Case Management, Child Protection, Childrens Specialist Services	Foster Care Associates Limited - National Fostering Contract	demand led	Foster Care Associates Limited
Safeguarding and Childrens Specialist Services	Children In Care, Assessment and Case Management, Child Protection, Childrens Specialist Services	Orange Grove Fostercare Ltd - National Fostering Contract	demand led	Orange Grove Fostercare Ltd
Safeguarding and Childrens Specialist Services	Children In Care, Assessment and Case Management, Child Protection, Childrens Specialist Services	Families@Familycare Limited- National Fostering Contract	demand led	Families @ Familycare Limited
Safeguarding and Childrens Specialist Services	Children In Care, Assessment and Case Management, Child Protection, Childrens Specialist Services	Family Care Associates - National Residential Contract	demand led	Family Care Associates
Safeguarding and Childrens Specialist Services	Children In Care, Assessment and Case Management, Child Protection, Childrens Specialist Services	Fostering Solutions Limited - National Fostering Contract	demand led	Fostering Solutions Limited

### Estimated Total Contract Value £ (excl VAT & value of permitted extension)



Service Area	Key Commissioning /Procurement Intentions	Major contract < £500k /Minor >£500k	Indicative Value of final Contract	Date Delegated or Not Required	Cabinet Approval to Proceed > £500k	Officer Approval to proceed <£500k	Comments	Contract Award Due Date	Lead Officer
Development, Business & Employment	Unlocking Stalled Housing Sites	Major	£2m		Agreed CB 83 29/01/15		Funding e-tendered in April 15 with applications to be considered. Further opportunities may be tendered in coming months dependant upon current take up	Dec-15	Phil Edwards
Development, Business & Employment	Wellington Town Centre Regeneration	Minor	£180k		Agreed CB 64 11/12/14		Housing Development Delivery funding committed to the Wellington Priority Residential Projects. Will be awarded throughout the coming year.	Dec-15	Phil Edwards
Development, Business & Employment	Management of Lightmoor Wildlife Site	Major	approx. £577K				Lightmoor Wildlife site is currently leased to Shropshire Wildlife Trust to manage on a fixed term of 5 years, following transfer from HCA to TWC. The Council pay the Trust to manage the site on its behalf. As part of the re-tendering of services, we proposed to extend the lease to 25 years. This will enable the successful bidder to then apply for additional external funding, (e.g. from the National Lottery) which would not be available if only let on a short lease. The funding stream to manage the site will therefore grow, further enhancing the Wildlife site and its facilities for the benefit of the residents of Telford.	Apr-17	David Scrimgeour
Development, Business & Employment	Education Skills Funding Contract	Major	Approx £2M				The Council is likely to be the lead Authority on the next round of ESF Funding for skills delivery. We will be looking into contracting with delivery partners to deliver skills and training to meet the needs of Telford & Wrekin Shropshire & Hereford.	Apr-17	Sue Marsdon
Development, Business & Employment	Development Control, Building Control, Planning Obligations / Tariffs and Policy Monitoring System	Minor	Approx £300k				The current contract expires in 2017 however there is a need to increase current functionality and review the options to move to a cloud based solution. Officers will consider accessing a suitable system via the Cabinet Office's G Cloud Framework which will meet the requirement and offer up efficiencies	Feb-16	Dave Fletcher
Development, Business & Employment	Supporting Work for SPLP	Minor	individual works ranging from £10k to £55k				Over the coming year there will be a requirement to contract for services to provide essential and desirable evidence based reports to support the Shaping Places Local Plan for example Employment land requirements, open space assessments water cycle studies, transport modelling etc.	Dec-15	Toni Guest
Education & Corporate Parenting	School Admissions Allocation System Software	Minor	£30k				New software to replace the current outmoded system. This will hold all pupil information on admission applications and run the complex algorithm used to allocate places. It will also contain a reporting system to produce stats for the LA and DfE.	Apr-16	Kathy Swallow
Finance, Audit & Information Governance	Insurance Services Contract	Major	c£3 - £5m		Agreed CB 99 26/02/15		Tender exercise for all council insurance policies. The process will commence following the appointment of insurance brokers on 1 October 2015.	Apr-16	Pauline Harris

Law Democracy & People Services	Washroom Services and Consumables	Major	£500k		Agreed CB-8 25/06/2015		ReTender the current washroom contract. We will also consider adding Consumables if prices are competitive - the contract is open to schools so value could exceed £500k	Feb-16	Sarah Bass
Law Democracy & People Services	Legal Debt Recovery software	Minor	£38k				Replacement debt recovery system to manage sundry debts - Soft Market Testing currently taking place	Jan-16	Sharon Tipping
Law Democracy & People Services	Counselling Services	Minor	£30,000				Retender the current contract with a view to moving to call off contracts for each requirement	Mar-16	Lois Stewart
Leisure Culture and Facilities Management	Pantomime 2016 - 2019	Minor	£350k			Agreed CB-8 25/06/2015	Tender the current service of pantomime production. Opportunity for council income as well as commercial benefit to supplier. Pre market engagement will commence in August 2015	Dec-15	Psyche Hudson
Leisure Culture and Facilities Management	Events Management	Minor	£200k			Agreed CB-8 25/06/2015	Subject to a review of current scheduled events there may be a future opportunity to provide event management for future high profile events in the Town Park subject to review of current schedules events	Dec-15	Psyche Hudson
Leisure Culture and Facilities Management	School watch Security Contract	Major	£900k		Agreed CB 79 08/01/15		Current security contract due for retendering and renewal. Contract not awarded following procurement exercise started in Mar 2015. Current contract to take up extension and will go out to tender again.	Mar-16	Mal Yale
Leisure Culture and Facilities Management	Supply and Distribution of fresh meat to support the Council's overall catering provision	Major	£600k				Retender of the Current contract which expires in Sept 2016. Procurement will commence Spring 2016	Sep-16	Kate Sumner
Leisure Culture and Facilities Management	Supply and Distribution of Frozen and Dried Foods to support the Council's overall catering provision	Major	£4M				Current contract will exceed its value next year. The profile of meal provision in schools has changed significantly over the past few years and so has the Councils catering offer, so the decision is to test the market for cost effective solutions to support the catering service as a whole	Nov-16	Kate Sumner
Neighbourhood & Customer Services	Print Contract (External Printing Requirements)	Major	c£500k		Agreed CB-8 25/06/2015		Review of the current contract - benchmark national frameworks and consider procurement approach looking to reduce costs years on year	Apr-16	Sophie Lane
Neighbourhood & Customer Services	Revenue and Benefits Northgate systems, associated legacy add ons and process review	Major	c £600-700k		Agreed CB 99 26/02/15		ICT and Revs & Bens to review the current processes and Northgate's system with a view to future proofing the systems for benefits legislation changes and best value for coming years. Will also impact on Highways M3 system.	Apr-18	Andrew Lawson
Neighbourhood & Customer Services	Revenue highways maintenance and Capital works	Major	c£5.1M		Agreed CB-8 25/06/2015		A review is currently being undertaken of the highways maintenance requirements. The current contract with TWS expires in 2019 and planning is now taking place to consider the best option for future service provision	Apr-18	Dominic Proud
Neighbourhood & Customer Services	Lockers for the Ice Rink	Minor	£15k- £20k				The Council is looking to find a partner to supply electronic lockers at the rink on an income share basis.	Apr-16	Mark Moore

Neighbourhood & Customer Services	Vending Machines	Minor	£35k				The Council is looking to find a partner to provide a fully managed service on an income share agreement.	Apr-16	Mark Moore
Neighbourhood & Customer Services	Managed Print Service (MFDs)	Major	Approx £550k		Agreed CB-8 25/06/2015		Extended contract with Xerox expires in Dec 2016. We will be carrying out a new tender looking for cost reductions and improved service delivery over the term of the contract next spring	Nov-16	Jolene Dawes
Neighbourhood & Customer Services	Street lighting	Major	tba		Agreed CB 25 24/7/14		Halcrow are carrying out a review of the street lighting contract and associated street furniture. This will inform the procurement process. Review on-going	Apr-15	Debbie Germany
Neighbourhood & Customer Services	Growth Point Package	Major	£14m		Agreed CB-8 25/06/2015		This maybe split down into site specific tender packages that will range from £1m-£4m in value. This will be confirmed as part the package Outline Business Case to be completed by Dec 152014.	Dec-15	Dominic Proud
Neighbourhood & Customer Services	Bus Station	Major	£1.9m		Agreed CB-8 25/06/2015		Construction Contract for a new bus station	Jul-16	Dominic Proud
Neighbourhood & Customer Services	Rampart Way/Hall Park Way	Major	£4m		Agreed CB-8 25/06/2015		Considering the use of the Highways Midlands Alliance Medium Schemes Framework.	Apr-16	Dominic Proud
Neighbourhood & Customer Services	Telford Central Footbridge	Major	£8m		Agreed CB-8 25/06/2015		Design and Construction of a pedestrian footbridge	Dec-16	Dominic Proud
Neighbourhood & Customer Services	M54 - Junction 4	Major	£3.6m		Agreed CB-8 25/06/2015		Construction to improve Junction 4 of the M54	Mar-16	Dominic Proud
Neighbourhood & Customer Services	Maintenance of Stoneyhill landfill site	Minor	£15k- £20k				Stoneyhill is a former landfill site (closed) that has to be managed and monitored to ensure there is no escape of landfill gas or leachate that could be hazardous to health. As part of the ongoing management of the site there is a requirement to maintain pumping and other equipment to ensure safe levels are maintained.	Apr-16	Keith Harris
Neighbourhood & Customer Services	Subsidised bus routes	Minor	circa £220k				Contracts to operate bus services subsidised by the Council	Feb-16	Stuart Hyde
Neighbourhood & Customer Services	Car park enforcement back office functions	Minor	circa £12k				Contract to manage the back office functions for issuing car park tickets and processing fines (car park enforcement).	Apr-16	Keith Harris
Neighbourhood & Customer Services	Car park cash collection	Minor	£10k				Contract to collect cash from public off-street car parks	Oct-16	Keith Harris
Public Health	Development of a bespoke schools based programme to deliver improved outcomes for emotional health and wellbeing	Minor	TBC			Agreed 21/01/15	Currently being scoped with the market, stakeholders and commissioners	TBA	Louise Mills
Public Health	Hospital Stop Smoking Service - contract extension for 12 months up until 31st March 2016	Minor	230k			Agreed 21/01/15	Service review completed: Service to be jointly funded with contributions from Shropshire Council Public Health	Apr-16	Helen Onions

Public Health	Contracts for GPs supporting Public Health	Minor	369k			Agreed 21/01/15	Extension of the current contract for shared care substance misuse services; NHS Health Check; and sexual health services	Apr-16	Helen Onions
Public Health	Sexual Health Services post 2016	Major	996k			Agreed CB 99 26/02/15	Out to Tender for this service with a new contract start date 1st April16	Mar-16	Helen Onions
Vulnerable People	Intermediate Beds (Hospital step down and avoidance)	Major	c£500k			Agreed CB-8 25/06/2015	Extension of the current intermediate beds contract with Morris Care to support efficient step down from hospital. Accord intermediate care beds at Cartridge to run to current contract term. Interim care beds (2) at Farcroft contract to be varied to bring into the intermediate care model. All contracts to be co-terminus to November 2017 to support remodel of whole hospital step down and avoidance model with CCG. this may extend to ECH Units and/or fund third sector organisations as part of the wider model BCF permitting	Mar 16`	Viv McKay
Vulnerable People	Tier 2 Children's and Adolescents Mental Health Services (CAMHS)	minor	c£400k			Agreed 04/02/15	Working with current provider to establish baseline service delivery and data set position. Over the coming 6 months the Commissioner will carry out a further review of outcomes required. Links with Tier 3 & 4 services will be considered with a view to a possible joint tender with partners in Dec 15 for post Mar 16 delivery	Mar-16	Viv McKay
Vulnerable People	Provision of service for Adults with Learning Difficulties	Major	TBA			Agreed CB-8 25/06/2015	Pending the ALD review may wish to review the market position for ALD services to ensure sufficient provision in the borough fit for the future	Dec-15	Viv McKay
Vulnerable People	Provision of service for Adult Mental Health	Major	TBA			Agreed CB-8 25/06/2015	Pending the AMH review may wish to review the market position for AMH services to ensure sufficient provision in the borough fit for the future	Mar-16	Viv McKay
Vulnerable People	IMCA - Independent Mental Capacity Act	Minor	£120k			Agreed CB-8 25/06/2015	Review of a paid representative provision for those that lack capacity - may result in the need to reprocur	Mar-16	Viv McKay
Vulnerable People	Personalisation	Minor	TBA			Agreed CB-8 25/06/2015	Review, recommendations & implementation of Personalisation for individuals & Carers (e.g. DPs & ISFs as) - may need market growth and management to ensure provision available	Mar-16	Viv McKay
Vulnerable People	Help at Home (Assistive Discharge)	Minor	TBA			Agreed CB-8 25/06/2015	Reviewing service together with T&W-CCG to assess any remaining service gaps in provision. May result in procurement where gaps are found	Mar-16	Viv McKay

Vulnerable People	High Cost Placement Solutions (Residential/Nursing-EMI/Extracare to include Shared Lives)	Major	TBA		Agreed CB-8 25/06/2015		Demand and Supply of Residential/Nursing/Extracare to assist alternative solutions - innovated commissioning and procurement required to meet outcomes and achieve best value	Mar-16	Viv McKay
Vulnerable People	All Statutory Advocacy Services (IMCA – Independent Mental Capacity Adv, IMHA – Independent Mental Health Adv, NCAS – NHS Complaints Adv Service)	Major	TBA		Agreed CB-8 25/06/2015		To ensure that all statutory mental health provision is contractually aligned with a more effective commissioned solution. May result in procurement where gaps are found	Mar-16	Viv McKay
Vulnerable People	Domiciliary Care Framework	Major	TBA				Review of existing Dom Care Preferred Provider Framework to determine its replacement or need for its continued use, and hence re-tender.	Oct-17	Viv McKay
Vulnerable People	Extracare Schemes	Major	TBA		Agreed CB-8 25/06/2015		To ensure alignment of contracts following remodelling of an Extracare solution	Mar-16	Viv McKay
Vulnerable People	Long Term Supported Accommodation	Major	over £500k		Agreed CB-8 25/06/2015		To review all Long Term Supported Accommodation services to ensure the most effective and efficient service and re procure where required. Project will commence in Nov 15 with a plan to implement any new services by Nov 16. The project will incorporate the review of Sheltered Housing Services and a number of Supported Accommodation services including ALD services.	Sep-16	Viv McKay
Vulnerable People	Provision of Systemic Practice Training for Children's Social Care Workforce	Minor	TBA			Agreed CB-8 25/06/2015	Pending an evaluation of the efficacy of systemic practice training and a review of the options for delivering the training in the future, further procurement of training may be required	Mar-16	Viv McKay
Vulnerable People	Healthwatch	Minor	300k			Agreed CB-8 25/06/2015	The contract for Healthwatch will expire in Mar 16 review to re tender	Mar-16	Viv McKay
Vulnerable People	Residential & Nursing - Bed Purchasing	Major	TBA		Agreed CB-8 25/06/2015		Due to increasing demand on supply of residential & nursing provision potential block purchasing may be required	Mar-16	Viv McKay

Vulnerable People	Children and Young People Regional Foster Framework	Major	£440 million		Initially agreed CB 99 26/02/15		T&W Joining the Solihull Council's framework. This ensures service continuity and savings. Thereafter to be commissioned. UPDATE we are now looking to join a framework procured jointly by Birmingham and Staffordshire on behalf of west midlands local authorities, in order to ensure best possible prices, attract a wider provider market and deliver continuity of service to CYP.	Apr-16	Viv McKay
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**TELFORD & WREKIN COUNCIL**

**CABINET – 10<sup>th</sup> DECEMBER 2015**

**CONSUMER RIGHTS ACT 2015**

**REPORT OF THE SERVICE DELIVERY MANAGER, PUBLIC PROTECTION**

**LEAD CABINET MEMBER – CLLR RICHARD OVERTON**

**PART A) – SUMMARY REPORT**

**1. Summary of Main Proposals**

1.1 The purpose of this report is to advise the Cabinet of the Consumer Rights Act 2015 and the effect that it will have on the enforcement of existing legislation that is delegated to Trading Standards.

1.2 For the Cabinet to consider delegating authority to officers.

**2. RECOMMENDATIONS**

**It is recommended that Cabinet:**

**2.1 approve the delegation of powers conferred on the Council under the Consumer Rights Act 2015 to Officers as identified in Appendix 1, Part 1 to this report;**

**2.2 approve the amended delegation of powers conferred on the Council under the Consumer Protection from Unfair Trading Regulations 2008 and the Business Protection from Misleading Marketing Regulations 2008 to Officers as identified in Appendix 1, Part 2 to this report;**

**2.3 note that the Consumer Rights Act 2015 will significantly enhance consumers rights; and**

**2.4 note that the Consumer Rights Act 2015 will consolidate and standardise enforcement powers for a number of consumer related pieces of legislation.**

### 3. Summary Impact Assessment

<b>Community Impact</b>	Do these proposals contribute to specific Co-Operative Council priority objective(s)?	
	Yes	Protect and create jobs as a “Business Supporting, Business Winning Council”. Protect and support our vulnerable children and adults Ensure that neighbourhoods are safe, clean and well maintained. Improve the health and wellbeing of our communities and address health inequalities
	Will the proposals impact on specific groups of people?	
	No	
<b>Target Completion/Delivery Date</b>	Compliance and enforcement will be a statutory duty of the Council for the duration that the Consumer Rights Act 2015 is current law. It will be carried out in accordance with Public Protection’s enforcement policy.	
<b>Financial/Value for Money Impact</b>	No	There are no additional financial implications arising from the recommendations within this report. The cost of compliance is included within the current cost of business operations and any implications of the new powers outlined in section 4.3 & 4.4 will be met from within existing resources. . . ER/TS
<b>Legal Issues</b>	Yes	<p>Details of the Consumer Rights Act 2015 (the Act) are contained in the body of the report. Delegated authority is required to enable the Council as a “local weights and measures authority” to both continue to enforce existing consumer related legislation under a standardised enforcement regime and also implement new provisions introduced by the Act.</p> <p>It is suggested that the opportunity is taken to also secure an amendment of existing delegations under both the Consumer Protection from Unfair Trading Regulations 2008 and the Business Protection from Misleading Marketing Regulations 2008 as a</p>

		result of the standardisation of enforcement powers and service organisational / operational changes in recent years.
<b>Other Impacts, Risks &amp; Opportunities</b>	Yes	A failure to delegate the relevant enforcement powers under the Act to appropriate officers will prevent the Council from carrying out its duty under the various consumer related pieces of legislation.  This will not only prevent the adequate protection of consumers within the Borough but also place the Council at a risk of challenge.
<b>Impact on Specific Wards</b>	Yes	This report has Borough wide Implications.

## **PART B) – ADDITIONAL INFORMATION**

### **4. Information**

- 4.1 As a “local weights and measures authority” this Council has a duty to enforce a wide variety of consumer related legislation. The enforcement of this legislation has been delegated to Trading Standards (Public Protection) by way of the Council’s Scheme of Delegation contained within the Constitution.
- 4.2 Previously each piece of consumer related legislation had its own enforcement powers contained within the body of that legislation. This meant that there existed different enforcement powers.
- 4.3 The Consumer Rights Act 2015 consolidates the main legal provisions covering consumer contracts for goods, services, digital content and unfair terms. The existing legislation was fragmented, and there were inconsistencies between the changes made as a result of EU legislation and the pre-existing UK

legislation. It also consolidates the powers of Trading Standards to investigate potential breaches of consumer law, and allows us to operate across local authority boundaries. A summary of the main areas of the new legislation is as follows:

- Part 1 sets out the rights and obligations concerning goods and services. Most of these reflect existing legislation. There are new rights about the quality of digital content (downloads etc.).
- Part 2 brings together two existing pieces of legislation about unfair contract terms and includes a list of terms that are likely to be regarded as unfair.
- Part 3 consolidates and simplifies the investigatory powers of Trading Standards. Previously, the powers were contained in around 60 pieces of consumer legislation and were sometimes unclear, inconsistent, or overlapping. Schedule 5 now sets out a generic set of powers. There are some specific powers in weights and measures and product safety legislation which will be retained alongside the generic set. The powers include the right to ask for information, and to enter premises to inspect products, and to make test purchases. For routine inspections, there is a requirement to give written notice unless the notice would defeat the purpose of the visit.

4.4 The Act introduces new powers to seek redress for consumers who have been disadvantaged by breaches of consumer law, and to seek remedies from traders to improve compliance and reduce the likelihood of future breaches. We could ask businesses to publicise details of the breach and what they have done to put the situation right in the press or on social media. The new law imposes a duty on letting agencies to publicise fees and to say whether or not they are a member of a money protection scheme, and which redress scheme they have joined. There are also new requirements for the resale of tickets for recreational, sporting, and cultural events.

**5. Impact Assessment – Additional Information**

5.1 Statutory provisions being implemented only.

**6. Previous Minutes**

6.1 None

**7. Background Papers**

7.1 Consumer Rights Act 2015 – Explanatory Notes

7.2 Consumer Protection from Unfair Trading Regulations 2008

7.3 Business Protection from Misleading Marketing Regulations 2008

**Report prepared by** Anita Hunt Public Protection Manager, Public Protection,  
For further information please telephone 01952-380733 or email  
anita.hunt@telford.gov.uk

## Appendix 1

### Part 1 – Consumer Rights Act 2015

Function	Decision Making Body	Delegation
Authority to implement legal proceedings and to impose financial penalties in accordance with the provisions of the Consumer Rights Act 2015	Cabinet	Public Protection Service Delivery Manager Assistant Director Health Well-Being and Public Protection Public Protection Manager
All provisions, except authority to implement legal proceedings and to impose financial penalties, in accordance with the Consumer Rights Act 2015	Cabinet	Public Protection Service Delivery Manager Public Protection Manager Principal Licensing Officer Licensing Officer Environmental Health Officer Trading Standards Officer Compliance Officer Scientific Officer District Officer

### Part 2 – Consumer Regulations

Function	Decision Making Body	Delegation
Authority to implement legal proceedings in accordance with the provisions of the Consumer Protection from Unfair Trading Regulations 2008	Cabinet	Public Protection Service Delivery Manager Assistant Director Health Well-Being and Public Protection Public Protection Manager
Authority to implement legal proceedings in accordance with the provisions of the Business Protection from Misleading Marketing Regulations 2008	Cabinet	Public Protection Service Delivery Manager Assistant Director Health Well-Being and Public Protection Public Protection Manager
Authority to implement action in accordance with the provisions of Part 3 of the Business Protection from Misleading Marketing Regulations 2008	Cabinet	Public Protection Service Delivery Manager Assistant Director Health Well-Being and Public Protection Public Protection Manager