

 FINANCE AND AUDIT SCRUTINY COMMITTEE 27th JUNE 2017		Agenda Item No. 6
Title	Review of Neighbourhood Services Contracts Register	
For further information about this report please contact	Rob Hoof Robert.hoof@warwickdc.gov.uk 01926 456302	
Wards of the District directly affected	N/A	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	N/A	
Background Papers	None	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No
Equality Impact Assessment Undertaken	N/A

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	15/6/2017	Bill Hunt
Head of Service	15/6/2017	Rob Hoof
CMT		
Section 151 Officer		
Monitoring Officer		
Finance		
Portfolio Holder(s)	15/6/2017	Cllr Moira-Ann Grainger
Consultation & Community Engagement		
N/A		
Final Decision?		N/A

1. **Summary**

- 1.1 This report sets out the Neighbourhood Services Contract Register for review by the Finance & Audit Scrutiny Committee, and highlights any issues which need to be addressed in the next 12 months.

2. **Recommendation**

- 2.1 That Finance & Audit Scrutiny Committee should review the Neighbourhood Services Contract Register attached at Appendix 1 and make observations on it as appropriate.

3. **Reasons for the Recommendation**

- 3.1 The review of Neighbourhood Services Contract Register allows members of the Finance and Audit Scrutiny Committee the opportunity to consider the robustness of the register, make appropriate suggestions on how the register could be improved, and consider the document within the context of promoting sound procurement practice across the Council.

4. **Policy Framework**

- 4.1 **Policy Framework** – Under the Council's Code of Procurement Practice, details of all contracts for the supply of goods, services and supplies should be held on the Council's central Contract Register. The Code also states the tender process to be used by officers when procuring goods and services.

- 4.2 **Fit for the Future** – By following the Council's Code of Procurement Practice in procuring goods, services and supplies, officers will be contributing to the Council's vision, and key policy priorities included within the Sustainable Community Strategy. The following specific benefits should arise:-

- The Council will be sure it is obtaining value for money from its expenditure, in the provision of all its services for local council tax payers.
- Opportunities will be given to local employers to tender for Council contracts, thus contributing to the Prosperity Agenda.
- It will be demonstrable that the Council, and officers, are operating fairly, in an open and transparent manner.

5. **Budgetary Framework**

- 5.1 There are no direct budgetary implications arising from this report. All of the Council's expenditure should be made in accordance with the requirements of the Council's Code of Procurement Practice. This should help the Council to ensure that it achieves value for money from its expenditure through the correct tendering of contracts, and the subsequent management of those contracts.

6. **Risks**

- 6.1 It is important that all procurement across the Council complies with the relevant procurement regulations and directives and also the Council's Code of Procurement Practice. By following this approach the Council will reduce the risk of challenge.
- 6.2 Contract Management is an important element of procurement. Contracts need

to be properly managed to ensure compliance with the contract, whilst considering all relevant aspects that may affect the performance of the contract. Also, it is important that contract managers pro-actively plan ahead to ensure the procurement of future contracts is properly managed.

7. Alternative Option(s) considered

- 7.1 This report does not recommend a particular option therefore there are no alternative options.

8. Background

- 8.1 The Terms of Reference for the Finance and Audit Scrutiny include "Promote value for money and good procurement practice". This is a role that the Committee has actively pursued. In carrying out this role the Committee appointed three of its members to act as Procurement Champions to assist and advise the Procurement Manager. Partly as a result of these actions, the status and knowledge of procurement has increased substantially across the organisation in recent years.
- 8.2 In March 2014 the Finance and Audit Scrutiny Committee requested that it review each departmental Contract Register in turn. These reviews were intended to follow the approach used to review the Risk Register, whereby the relevant Portfolio Holder and Head of Service are available to answer the Committee's questions.

9. Neighbourhood Services Contract Register

- 9.1 The latest version of the Neighbourhood Services elements of the Corporate Contract Register is set out as Appendix 1.
- 9.2 There are a number of procurement exercises that will be carried out in the next 12 months which include the following:
- 9.2.1 Parking machines in off street car parks, and pay on foot machines in the multi storey car parks, require replacement within the next two years. The council will consider installation of parking machines that allow more flexible methods of payment, which are likely to cost in the region of £275k.
- 9.2.2 The contracts in place for the provision of waste receptacles will need to be reviewed to reflect the impact of the Council's charging policy and demand resulting from anticipated housing growth.
- 9.2.3 The contract for the inspection of outdoor play equipment taking into account new play areas delivered as part of the Council's Green Space Strategy, or as a result of 106 agreements.
- 9.2.4 Reviews to take place in relation to maintenance of the plant collection in Jephson Gardens Temperate House, remembrance calligraphy and management of local nature reserves, although from experience competition is limited due the specialist nature of these services.
- 9.3 Neighbourhood Services is currently in the process of procuring works to improve the security of parks, open spaces and car parks to prevent unauthorised encampments.

- 9.4 A procurement exercise will commence shortly to engage a specialist surveying company to undertake a data capture project of the Council's parks and open spaces.