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DATE: 24 January 2024

## CHILDREN, EDUCATION AND FAMILIES INFORMATION BRIEFING

**Meeting to be held on Thursday 1 February 2024**

**This briefing will only be debated if a member of the Committee requests a discussion be held, in which case please inform the Clerk 24 hours in advance indicating the aspects of the information item you wish to discuss.**

### **1 CONTRACTS ACTIVITY REPORT (Pages 3 - 12)**

Members and Co-opted Members have been provided with advanced copies of the briefing via email. The briefing is also available on the Council website at the following link:

<http://cds.bromley.gov.uk/ieListMeetings.aspx?CId=559&Year=0>

**Copies of the documents referred to above can be obtained from**  
<http://cds.bromley.gov.uk/>

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Report No.  
CEF23072

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:** CHILDREN, EDUCATION AND FAMILIES POLICY  
DEVELOPMENT AND SCRUTINY COMMITTEE

**Date:** Thursday 1 February 2024

**Decision Type:** Non-Urgent Non-Executive Non-Key

**Title:** CONTRACTS ACTIVITY REPORT

**Contact Officer:** Alex Best, Commissioning Support Officer, Email:  
[Alex.Best2@Bromley.gov.uk](mailto:Alex.Best2@Bromley.gov.uk)

**Chief Officer:** Richard Baldwin, Director of Children's Services

**Ward:** All Wards

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1. Reason for report

- 1.1 This report presents an extract from November 2023's Contracts Register of contracts with a whole life value of £50k or higher, for detailed scrutiny by PDS Committee – all PDS committees will receive a similar report each contract reporting cycle, based on data as at 3<sup>rd</sup> November 2023 and presented to ER&C PDS on 27<sup>th</sup> November 2023.
- 1.2 A simple Part 1 report is provided every quarter as an Information item. A full report is provided twice a year (May and November) including a detailed Part 2 report which includes a commentary and RAG rating on each relevant contract to inform Members of any issues or developments. The full report has not been presented for this November cycle due to migration of the servers for the Contracts Database. The next full report will be May 2023.
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2. **RECOMMENDATIONS**

- 2.1 **That the Children, Education and Families PDS Committee notes the Contracts Register as at 3<sup>rd</sup> November 2023.**

### Impact on Vulnerable Adults and Children

1. Summary of Impact: The appended Contracts Register covers services which may be universal or targeted. Addressing the impact of service provision on vulnerable adults and children is a matter for the relevant procurement strategies, contracts award and monitoring reports, and service delivery rather than this report.
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### Corporate Policy

1. Policy Status: Existing Policy:
  2. MBEB Priority: Excellent Council:
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### Financial

1. Cost of proposal: - N/A
  2. Ongoing costs: - N/A
  3. Budget head/performance centre: Children, Education and Families Portfolio
  4. Total current budget for this head: - £47,574
  5. Source of funding: - Existing relevant budget 2023/2024
- 

### Personnel

1. Number of staff (current and additional): - N/A
  2. If from existing staff resources, number of staff hours: - N/A
- 

### Legal

1. Legal Requirement: Statutory Requirement:
  2. Call-in: Not Applicable: No Executive decision.
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### Procurement

1. Summary of Procurement Implications: Improves the Council's approach to contract management
- 

### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): N/A
- 

### Ward Councillor Views

1. Have Ward Councillors been asked for comments? N/A
2. Summary of Ward Councillors comments: N/A

### 3. COMMENTARY

#### Contracts Register Background

- 3.1 The Contracts Database is fully utilised by all Contract Managers across the Council as part of their Contract Management responsibilities, which includes the updating the information recorded on the database. The Register is generated from the Contracts Database which is administered by Corporate Procurement and populated by the relevant service managers (Contract Owners) and approved by their managers (Contract Approvers).
- 3.2 As a Commissioning Council, this information is vital to facilitate a full understanding of the Council's procurement activity and the Contracts Registers is a key tool used by Contract Managers as part of their daily contract responsibilities. The Contract Registers are reviewed by the Procurement Board, Chief Officers and the Corporate Leadership Team.
- 3.3 The Contracts Register is produced four times a year ((with a full report every other quarter) for members and is a 'snapshot' at the time of each report – though the CDB itself is always 'live'. The quarterly reporting cycle is based on the Executive, Resources and Contracts PDS timetable with reports for each Portfolio prepared and distributed at the same time. There may be a timelag between the quarterly reporting cycle and the next available date of the relevant Policy, Development and Scrutiny Committee for each Portfolio. Report authors for each Portfolio have the opportunity to provide updates on any contracts through the accompanying Part 2 report.
- 3.4 Please note 0 contracts are flagged as a concern for this reporting cycle.
- 3.5 Each PDS committee is expected to undertake detailed scrutiny of its contracts – including scrutinising suppliers – and hold the Portfolio Holder to account on service quality and procurement arrangements.

#### Contract Register Summary

- 3.6 The Council has 246 active contracts across all Portfolios as of 3<sup>rd</sup> November for the November reporting cycle as set out in Appendix 1.
- 3.7 The summary for the Children, Education and Families Portfolio is as follows:

Item	Category	May 2023	Sep 2023	Nov 2023
<b>Contracts (&gt;£50k TCV)</b>	<b>All Portfolios</b>	<b>231</b>	<b>235</b>	<b>246</b>
<b>Flagged as a concern</b>	<b>All Portfolios</b>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Portfolio</b>	Executive, Resources and Contracts	79	76	77
	Adult Care and Health	47	48	51
	Environment and Community Services	22	23	23
	Children, Education and Families	40	39	40
	Renewal and Recreation and Housing	35	40	46
	Public Protection and Enforcement	8	9	9
<b>Risk Index</b>	Higher Risk	69	84	74
	Lower Risk	162	151	172

#### 4. IMPACT ON VULNERABLE ADULTS & CHILDREN

4.1 The Corporate Contracts Register covers all Council services: both those used universally by residents and those specifically directed towards vulnerable adults and children. Addressing the impact of service provision on the vulnerable is a matter for the relevant procurement strategies, contracts, and delivery of specific services rather than this summary register.

#### 5. POLICY IMPLICATIONS

5.1 The Council's renewed ambition is set out in [Making Bromley Even Better 2021 - 2031](#) and the Contracts Database (and Contract Registers) help in delivering the aims (especially in delivering Ambition Five – Resources & Efficiencies). For Ambition Five, this activity specifically helps by supporting 'robust and active contract management'.

#### 6. PROCUREMENT IMPLICATIONS

6.1 Most of the Council's (£50k plus) procurement spend is now captured by the Contracts Database. The database will help in ensuring that procurement activity is undertaken in a timely manner, that Contract Procedure Rules are followed and that Members are able to scrutinise procurement activity in a regular and systematic manner.

#### 7. FINANCIAL IMPLICATIONS

7.1 The Contracts Database and Contract Registers are not primarily financial tools – the Council has other systems and reports for this purpose such as the Budget Monitoring reports. However, the CDB and Registers do contain financial information both in terms of contract dates and values and also budgets and spend for the current year.

#### 8. PERSONNEL IMPLICATIONS

8.1 There are no direct personnel implications but the Contracts Database is useful in identifying those officers directly involved in managing the Council's contracts.

#### 9. LEGAL IMPLICATIONS

9.1 There are no direct legal implications but the Contracts Database does identify those contracts which have a statutory basis and also those laws which should be complied with in delivering the contracted services.

9.2 A list of the Council's active contracts may be found on [Bromley.gov.uk](http://Bromley.gov.uk) to aid transparency (this data is updated after each ER&C PDS meeting).

<b>Non-Applicable Sections:</b>	None
Background Documents: (Access via Contact Officer)	<ul style="list-style-type: none"><li>• Appendix 1 – Key Data (All Portfolios)</li><li>• Appendix 2 - Contracts Database Background information</li><li>• Appendix 3 – Contracts Database Extract PART 1</li></ul>

## Appendix 1 Key Data (All Portfolios)

Item	Category	May 2023	Sep 2023	Nov 2023
<b>Contracts (&gt;£50k TCV)</b>	<b>All Portfolios</b>	<b>231</b>	<b>235</b>	<b>246</b>
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## Appendix 2 - Contracts Register Key and Background Information

### Contract Register Key

1.1 A key to understanding the Corporate Contracts Register is set out in the table below.

Register Category	Explanation
<b>Risk Index</b>	Colour-Ranking system reflecting eight automatically scored and weighted criteria providing a score (out of 100) reflecting the contract's intrinsic risk – reported as either Higher Risk or Lower Risk
<b>Contract ID</b>	Unique reference used in contract authorisations
<b>Owner</b>	Manager/commissioner with day-to-day budgetary / service provision responsibility
<b>Approver</b>	Contract Owner's manager, responsible for approving data quality
<b>Contract Title</b>	Commonly used or formal title of service / contract
<b>Supplier</b>	Main contractor or supplier responsible for service provision
<b>Portfolio</b>	Relevant Portfolio for receiving procurement strategy, contract award, contract monitoring and budget monitoring reports
<b>Total Contract Value</b>	The contract's value from commencement to expiry of formally approved period (excludes any extensions yet to be formally approved)
<b>Original Annual Value</b>	Value of the contract its first year (which may be difference from the annual value in subsequent years, due to start-up costs etc.)
<b>Procurement Status (twice a year)</b>	For all contracts automatically ranked by the Database as approaching their end date, a manual RAG rating is assigned by the Assistant Director Governance & Contracts to reflect the status of the contract. The RAG ratings are as follows:  <b>Red</b> – there are potential issues with the contract or the timescales are tight and it requires close monitoring.  <b>Amber</b> – appropriate procurement action is either in progress or should be commencing shortly.  <b>Green</b> – appropriate procurement action has been successfully taken or there is still sufficient time to commence and complete a procurement action.
<b>Start &amp; End Dates</b>	Approved contract start date and end date (excluding any extension which has yet to be authorised)
<b>Months duration</b>	Contract term in months
<b>Commentary</b>	Contract Owners provide a comment –where contracts approach their end date. Corporate Procurement may add an additional comment for Members' consideration <i>The Commentary only appears in the 'Part 2' Contracts Register</i>
<b>Capital</b>	Most of the Council's contracts are revenue-funded. Capital-funded contracts are separately identified (and listed at the foot of the Contracts Register) because different reporting / accounting rules apply

### Contract Register Order

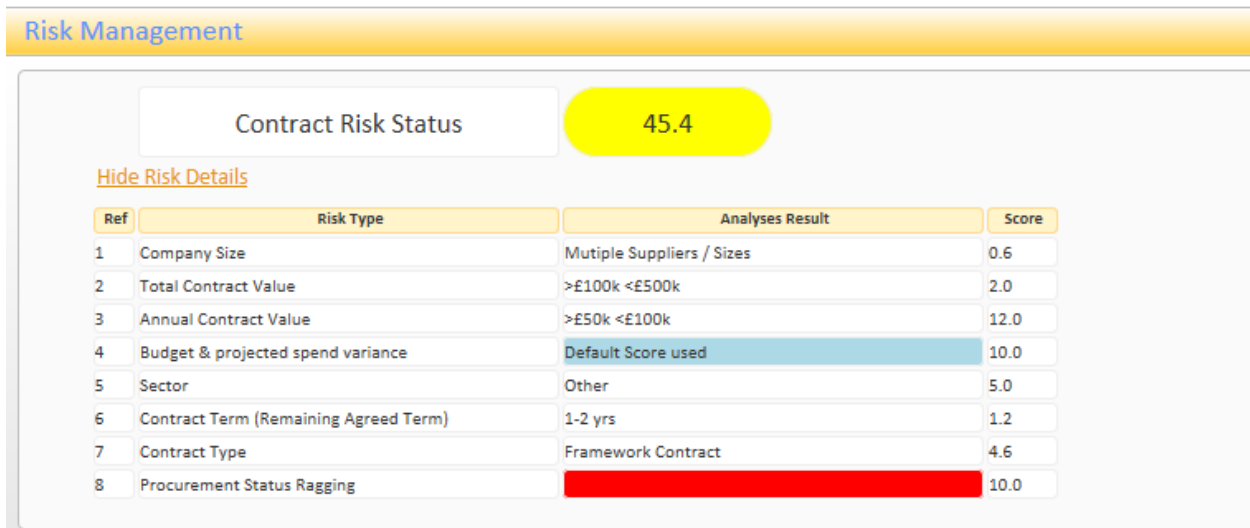
1.2 The Contracts Register is ordered by Contract Value. Capital contracts appear at the foot of the Register and 'contracts of concern' (to Corporate Procurement) are flagged at the top.

### Risk Index

1.3 The Risk Index is designed to focus attention on contracts presenting the most significant risks to the Council. Risk needs to be controlled to an acceptable level (our risk appetite) rather than entirely eliminated and so the issue is how best to assess and mitigate contract risk. Contract



risk is assessed (in the CDB) according to eight separate factors and scored and weighted to produce a Risk Index figure (out of 100). The Risk Index is reported as either 'Higher Risk' or 'Lower Risk'.



### Procurement Status

- 1.4 The Database will highlight contracts approaching their end date through a combination of the Total Contract Value and number of months to expiry . For all contracts highlighted by the Database as potentially requiring action soon, a commentary is provided on the status of the contract and a manual RAG rating is assigned.

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# Contract Register Report - £50k Portfolio Filtered - Children, Education and Families

November 2023

Risk Index	Main Contract Data						Finance Data		Contract Terms			Capital
	Contract ID	Owner	Approver	Contract Title	Supplier Name	Portfolio	Total Value	Original Annual Value	Start Date	End Date	Months Duration	
Higher Risk	5018	Scott Bagshaw	Jared Nehra	Passenger Transport Services Framework Contracts	Multiple Suppliers	Children, Education and Families	49,000,000	7,000,000	19/09/2020	31/08/2025	59	
Higher Risk	5035	Kelly Sylvester	Richard Baldwin	Bromley Children and Young People's Mental Health and Emotional Wellbeing Service.	Bromley Y	Children, Education and Families	4,520,000	904,000	01/04/2021	31/03/2026	60	
Higher Risk	4945	Vicky West	Richard Baldwin	Provision of Adoption Services	CORAM VOICE	Children, Education and Families	2,316,000	386,000	01/06/2019	30/05/2025	72	
Higher Risk	6281	Robert Bollen	Jared Nehra	Consultancy Services for Education Capital Projects - Lot 1	Bailey Partnership (Consultants) LLP	Children, Education and Families	1,300,000	325,000	01/08/2022	31/07/2026	48	
Higher Risk	6282	Robert Bollen	Jared Nehra	Consultancy Services for Education Capital Projects - Lot 2	Bailey Partnership (Consultants) LLP	Children, Education and Families	1,200,000	300,000	01/08/2022	31/07/2026	48	
Higher Risk	6284	Robert Bollen	Jared Nehra	Consultancy Services for Education Capital Projects - Lot 4	Baily Garner LLP	Children, Education and Families	1,100,000	275,000	01/08/2022	31/07/2026	48	
Lower Risk	6283	Robert Bollen	Jared Nehra	Consultancy Services for Education Capital Projects - Lot 3	Pellings LLP	Children, Education and Families	1,100,000	275,000	01/08/2022	31/07/2026	48	
Lower Risk	6328	Daniel Manns	Richard Baldwin	Holiday and Saturday Group based Short Break Service for Disabled Children and Young People	Riverside School	Children, Education and Families	672,675	219,832	01/04/2023	31/03/2026	36	
Lower Risk	4854	Aneesa Kaprie	Richard Baldwin	Family Group Conferencing Service	Daybreak Family Group Conferences	Children, Education and Families	554,000	90,000	01/04/2019	31/03/2024	60	
Lower Risk	5171	Carol Whiting	Richard Baldwin	Family Drug and Alcohol Court (FDAC) Service	The Tavistock and Portman NHS Foundation Trust	Children, Education and Families	501,900	165,000	01/01/2022	31/12/2024	36	
Lower Risk	4946	David Dare	Richard Baldwin	Participation in West London Alliance for Children's Care and Support Services	West London Alliance	Children, Education and Families	484,500	117,000	01/11/2019	30/04/2024	54	
Lower Risk	4905	Rachel Dunley	Richard Baldwin	Cleaning Services to Children and Family Centres and Nurseries	Chequers	Children, Education and Families	464,634	83,394	01/08/2019	30/09/2024	62	
Lower Risk	4957	Scott Bagshaw	Jared Nehra	ICT - Capita ONE Integrated Management Information System	Capita Business Services Ltd	Children, Education and Families	450,000	90,000	01/04/2020	31/03/2025	60	
Lower Risk	179	Scott Bagshaw	Jared Nehra	Education - Co-ordination of admissions between 32 London boroughs	London Grid For Learning Trust	Children, Education and Families	268,863	14,000	01/04/2004	03/06/2026	266	
Lower Risk	3712	Linda King	Betty McDonald	Post 16 Learner Tracker	Royal Borough of Kingston upon Thames	Children, Education and Families	252,000	42,000	01/04/2018	31/03/2024	72	
Lower Risk	5135	Mark Smith	Vicky West	Individual Short Breaks Service	Bromley Mencap	Children, Education and Families	224,998	75,000	01/10/2021	30/09/2024	36	
Lower Risk	5047	Cathy Lloyd williams	Richard Baldwin	Independent Visitors	CORAM VOICE	Children, Education and Families	217,000	43,000	01/03/2021	28/02/2026	60	
Lower Risk	6273	Wenifred Marshall	Vicky West	Virtual Reality Training	Cornerstone Virtual Reality	Children, Education and Families	183,525	25,000	01/04/2020	31/03/2028	96	
Lower Risk	6241	Maya Vadgama	Kelly Sylvester	Appropriate Adult Service	Appropriate Adults UK Limited	Children, Education and Families	175,500	58,500	01/04/2022	31/03/2025	36	
Lower Risk	6315	Antoinette Thorne	Richard Baldwin	Recruitment of Overseas Social Work Qualified Workers	Multiple Suppliers	Children, Education and Families	150,772	75,386	01/12/2022	31/03/2024	16	
Lower Risk	4911	Graham Walton	Jared Nehra	Digital Solution for the Early Years Funding Process	Sentinel Partners Limited	Children, Education and Families	144,980	30,860	31/07/2019	30/07/2024	60	
Lower Risk	5037	Sonia Aulak	Jared Nehra	Mediation and Dispute Resolution Services	Global Mediation Ltd	Children, Education and Families	140,000	28,000	01/01/2021	31/12/2025	60	
Lower Risk	10447	Sonia Aulak	Jared Nehra	** Now Live ** UKSPF SEND Employment Project	*Multiple Suppliers	Children, Education and Families	139,500	92,666	01/10/2023	31/03/2025	18	
Lower Risk	5091	Sonia Aulak	Jared Nehra	Family Support Services for CYP with Social and Communication Needs	Bromley Mencap	Children, Education and Families	115,500	38,500	01/10/2021	30/09/2024	36	
Lower Risk	4912	Rachel Dunley	Richard Baldwin	ICT - Management Information system for Children and Family Centres	Servelec Group plc	Children, Education and Families	101,358	12,798	01/04/2020	31/03/2027	84	
Lower Risk	6305	Sonia Aulak	Jared Nehra	Education, Health and Care Plan (EHC Portal) Electronic Statutory Case Recording System	Idox Software Ltd	Children, Education and Families	99,000	33,000	21/10/2022	20/10/2025	36	
Lower Risk	10445	Sally Kelly	Richard Baldwin	Purchasing of e-vouchers for laptops for children looked after	E-Vouchers	Children, Education and Families	97,036	53,036	01/08/2023	31/07/2026	36	
Lower Risk	3786	Elena Diaconescu	Jared Nehra	Adult Education MIS	West March Systems Ltd	Children, Education and Families	91,970	18,390	05/11/2018	04/11/2023	60	
Lower Risk	3823	Antoinette Thorne	Charles Obazuaye	Hiring of external facilities for various venues	Various Suppliers	Children, Education and Families	80,000	36,000	01/04/2018	31/03/2024	72	
Lower Risk	4993	Sonia Aulak	Jared Nehra	SEND Parent Participation	Your Voice in Health and Social Care	Children, Education and Families	80,000	20,000	01/06/2020	31/05/2024	48	
Lower Risk	4987	Betty McDonald	Vicky West	Youth Offending Service Management information system	CACI Ltd	Children, Education and Families	80,000	16,000	01/04/2020	31/03/2025	60	
Lower Risk	6275	Sally Kelly	Richard Baldwin	Bromley Children Looked After (CLA) School Attendance and Attainment Data Collection	Welfare Call (LAC) Ltd	Children, Education and Families	71,712	23,904	01/09/2022	31/08/2025	36	
Lower Risk	7418	Mark Smith	Richard Baldwin	Short Breaks Services Framework Lot 1b	Bromley Children and Family Voluntary Sector Forum	Children, Education and Families	70,058	70,058	24/07/2023	23/07/2024	12	

Lower Risk	4996	Elena Diaconescu	Jared Nehra	BAEC Wi-Fi Network and IT Infrastructure Support	Redinet LTD	Children, Education and Families	66,700	8,225	01/05/2020	30/04/2025	60	
Lower Risk	5190	Graham Walton		Phoenix Centre IT Support Service	Structured Network Solutions UK Ltd	Children, Education and Families	65,650	13,130	01/02/2022	31/01/2027	60	
Lower Risk	1509	Linda King	Betty McDonald	ICT - Software Licence - Line of business	EduFocus Ltd	Children, Education and Families	60,987	4,999	01/04/2012	31/03/2024	144	
Lower Risk	1535	Graham Walton	Jared Nehra	Education - Caretaking - Griffins Offices, Lovibonds Avenue, Orpington	Lodestar Cleaning Contracts Ltd	Children, Education and Families	54,249	6,943	01/02/2017	30/09/2024	92	
Lower Risk	6313	Sally Kelly	Richard Baldwin	Dynamic Purchasing System for provision of Supply Teachers	Access UK Limited	Children, Education and Families	50,000	25,000	02/03/2023	01/03/2025	24	
Higher Risk	5025	Robert Bollen	Jared Nehra	Phase 3 Works at Beacon Academy Orpington	ARC Group London Limited	Children, Education and Families	1,146,552	1,146,552	01/07/2019	16/11/2023	52	Capital
Lower Risk	5209	Robert Bollen	Jared Nehra	Replacement of Heating System at Southborough Primary School	Pinnacle ESP Holdings Ltd	Children, Education and Families	69,750	23,250	01/03/2022	31/03/2025	37	Capital