Report No.
HPR2022/047

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker:	**RENEWAL, RECREATION AND HOUSING PDS COMMITTEE**
Date:	**4 October 2022**
Decision Type:	Non-Urgent Non-Executive Non-Key
Title:	**Contract Register**
Contact Officer:	Lydia Lee, Assistant Director, Culture & Regeneration Tel:020 8313 4456 Email:Lydia.lee@bromley.gov.uk
Chief Officer:	Sara Bowrey, Director, Housing, Planning, Property and Regeneration Tel:020 8313 4013 Email:sara.bowrey@bromley.gov.uk
Ward:	All Wards

1. Reason for report

1.1 This report presents an extract from May 2022'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 6 May 2022 and presented to ER&C PDS on 24 May 2022.

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2. RECOMMENDATIONS

That the Renewel Regeneration and Housing PDS Committee:

2.1 Reviews and comments on the Contracts Register as at 06 May 2022.

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.

Corporate Policy

1. Policy Status: Existing policy
2. BBB Priority: Excellent council

Financial

1. Cost of proposal: - N/A
2. Ongoing costs: - N/A
3. Budget head/performance centre: RR&H Portfolio Budgets
4. Total current budget for this head: - £19.2m
5. Source of funding: - Existing revenue budgets 2022/23

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.

Procurement

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

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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

4. 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 for members– though the CDB itself is always 'live'.

3.4 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

3.5 The Council has 214 active contracts across all Portfolios as of 6 May 2022 for the May 2022 reporting cycle as set out in Appendix 1.

3.6 The summary for the Renewal Recreation and Housing Portfolio is as follows:

Item	Category	November 2021	February 2022	May 2022
Total Contracts	**£50k+**	**39**	**37**	**44**
Concern Flag	**Concern Flag**	**0**	**2**	**0**
Risk Index	Higher Risk	15	14	17
	Lower Risk	24	23	27
Procurement Status for Contracts approaching end date	Red	0	2	0
	Amber	6	4	7
	Green	15	10	13
	Neutral	18	21	24

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 manging 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 to aid transparency (this data is updated after each ER&C PDS meeting).

Non-Applicable Sections:	None
Background Documents: (Access via Contact Officer)	• Appendix 1 – Key Data (All Portfolios) • Appendix 2 - Contracts Database Background information • Appendix 3 – Contracts Database Extract