
Decision Maker: **RENEWAL, RECREATION AND HOUSING POLICY DEVELOPMENT AND SCRUTINY COMMITTEE**

Date: **Wednesday 15 November 2023**

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

Title: **CONTRACT REGISTER REPORT**

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Chief Officer: Director of Housing, Planning, Property and Regeneration

Ward: All Wards

1. Reason for decision/report and options

- 1.1 This report presents an extract from September 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 30th August 2023 and presented to ER&C PDS on 18th September 2023.
- 1.2 The Contracts Register contained in 'Part 2' of this agenda includes an additional commercially sensitive commentary on each contract to inform Members of any issues or developments.

2. **RECOMMENDATION(S)**

2.1 That the Renewal, Recreation and Housing PDS Committee:

- Reviews and comments on the Contracts Register as at 30th August 2023.

Impact on Vulnerable Adults and Children

1. Summary of Impact: 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: RR&H Portfolio Budgets
 4. Total current budget for this head: £ 15.9m revenue budget
 5. Source of funding: RR&H revenue and capital project budgets
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Personnel

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

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

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

1. Estimated number of users or customers (*current and projected*): N/A
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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 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 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 235 active contracts across all Portfolios as of 30th August 2023 for the September 2023 reporting cycle as set out in Appendix 1.
- 3.6 The summary for the Renewal Recreation and Housing Portfolio is as follows:

Item	Category	February 2023	May 2023	September 2023
Total Contracts	£50k+	38	35	40
Concern Flag	Concern Flag	0	0	0
Risk Index	Higher Risk	11	9	11
	Lower Risk	27	26	29
Procurement Status for Contracts approaching end date	Red	0	0	0
	Amber	2	1	1
	Green	12	9	12
	Neutral	24	25	27

4. IMPACT ON VULNERABLE ADULTS AND 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 to aid transparency (this data is updated after each ER&C PDS meeting).

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

Appendix 1 Key Data (All Portfolios)


Item	Category	February 2023	May 2023	September 2023
Contracts (>£50k TCV)	All Portfolios	246	231	235
Flagged as a concern	All Portfolios	1	2	2
Portfolio	Executive, Resources and Contracts	88	79	76
	Adult Care and Health	49	47	48
	Environment and Community Services	23	22	23
	Children, Education and Families	45	40	39
	Renewal and Recreation and Housing	38	35	40
	Public Protection and Enforcement	8	8	9
Risk Index	Higher Risk	74	69	84
	Lower Risk	172	162	151
Procurement Status for Contracts approaching end date	Red	1	2	2
	Amber	18	11	14
	Green	78	73	73
	Neutral	149	145	146

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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.

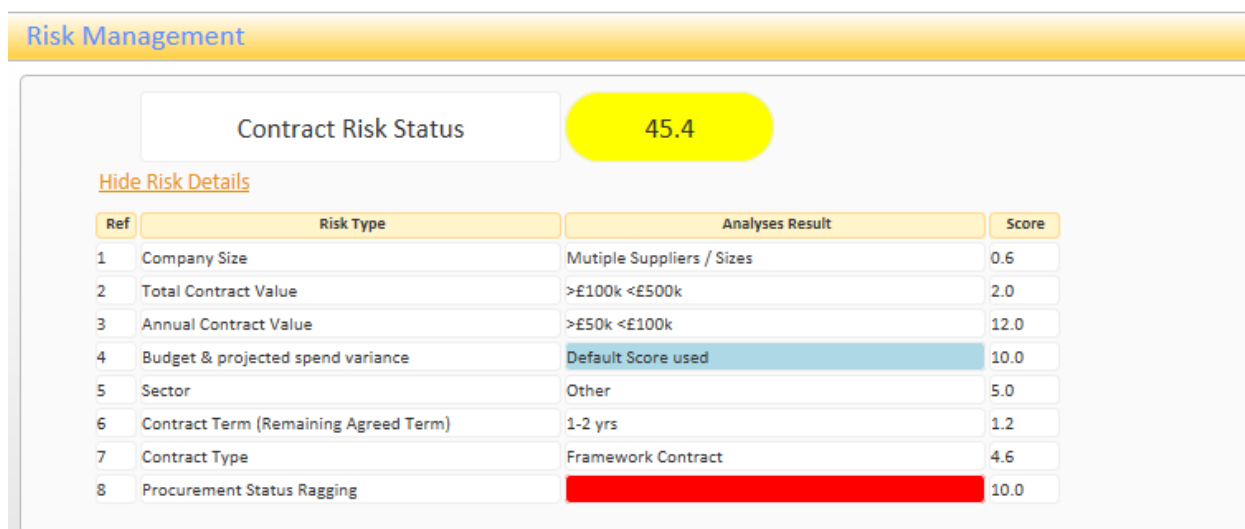
Register Category	Explanation
Risk Index	Colour-Ranking system reflecting eight automatically scored and weighted criteria providing a score (out of 100) reflecting the contract's intrinsic risk – reported as either Higher Risk or Lower Risk
Contract ID	Unique reference used in contract authorisations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

Appendix 3 – Contracts Database Extract PART 1

Contract Register Report - £50k Portfolio Filtered - Renewal and Recreation and Housing

September 2023

Risk Index	Main Contract Data						Finance Data			Proc. Status	Contract Terms			Attention	Capital
	Contract ID	Owner	Approver	Contract Title	Supplier Name	Portfolio	Total Value	Original Annual Value	Current Annual Value new (Estimated)		Start Date	End Date	Months Duration		
Higher risk	300	Lynnette Chamielec	Sara Bowrey	Housing - Private Sector Leasing for use as Temporary Accommodation	Orchard and Shipman PLC	RRH	12,312,100	1,562,420			01/04/2016	31/03/2024	96		
Higher risk	6321	Tracey Wilson	Sarah Hogan	Blackhawk Energy Support	BLACKHAWK NETWORK EMEA LIMITED	RRH	2,000,000	1,000,000			01/12/2022	21/11/2024	23		
Higher risk	2594	Tracey Wilson	Sara Bowrey	Housing Information Systems	Orchard Information Systems Ltd	RRH	1,029,406	117,929			10/04/2017	09/04/2024	84		
Lower Risk	5066	Tracey Wilson	Sara Bowrey	Essential Household Goods Framework (Housing - Framework for Essential Household Goods)	Family Fund Trading Ltd	RRH	777,000	259,000			01/04/2021	31/03/2024	36		
Higher risk	5074	Alicia Munday	Sara Bowrey	Multi Disciplinary Consultancy contract for the Crystal Palace Subway Works	Thomas Ford & Partners	RRH	281,748	281,748			01/04/2020	31/08/2023	41		
Lower Risk	7424	Paula Young	Sara Bowrey	** Now Live ** LTA Parks Investment Programme	Multiple Supplier	RRH	230,000	230,000			09/08/2023	31/10/2023	2		
Lower Risk	6245	Tim Horsman	Sara Bowrey	Idox and Uniform Management System - Planning Department	Idox Software Ltd	RRH	176,000	88,000			01/06/2022	31/05/2024	24		
Lower Risk	5145	Lynnette Chamielec	Sara Bowrey	HRA Consultancy Contract	Campbell Tickell	RRH	132,575				06/10/2021	30/04/2024	30		
Lower Risk	6327	Paula Young	Sara Bowrey	Learning Opportunities for Young People in Bromley 20212024	Trafalgar UK Theatres Bromley Limited	RRH	121,500	40,500	121,500		26/07/2021	25/07/2024	36		
Lower Risk	7394	Ben Johnson	Sara Bowrey	** Now Live ** Employment Land and Space Study (UKSPF)	Avison Young (UK) Ltd	RRH	64,351	64,351			01/06/2023	01/12/2023	6		
Lower Risk	7401	Amy Milton	Sara Bowrey	Property Disposals / Auction Services 2023	Allsopp	RRH	50,000	50,000			01/01/2023	30/09/2023	8		
Higher risk	3699	Paula Young	Sara Bowrey	Provision of Library Services	Greenwich Leisure Ltd	RRH	41,383,703	4,724,066	4,692,000		01/11/2017	31/10/2027	120		
Higher risk	4873	Paula Young	Sara Bowrey	Mytime Active - Beckenham Spa	MyTime Active	RRH	15,600,000	390,000			01/04/2019	31/03/2059	480		
Higher risk	4878	Paula Young	Sara Bowrey	Mytime Active - FRIL Pavilion	MyTime Active	RRH	10,000,000	250,000			01/04/2019	31/03/2059	480		
Higher risk	7398	Alicia Munday	Sara Bowrey	West Wickham Housing & Library Project - Lot 2 Housing and Road Works	Buxton Building Contractors Ltd	RRH	7,050,800	7,050,800			06/12/2022	31/03/2026	39		
Higher risk	7397	Alicia Munday	Sara Bowrey	West Wickham Housing & Library Project - Lot 1 Library	ARC Group London Limited	RRH	3,927,246	3,927,246			06/12/2022	31/10/2025	34		
Higher risk	6332	Amy Milton	Sara Bowrey	Energy Services - Natural Gas Utility Supply	SEFE Energy	RRH	3,285,000	1,095,000			02/11/2022	30/09/2025	34		
Lower Risk	4877	Paula Young	Sara Bowrey	Mytime Active - FRIL for High Elms Golf Course	MyTime Active	RRH	2,000,000	50,000			01/04/2019	31/03/2059	480		
Lower Risk	6243	Lydia Lewinson	Sara Bowrey	Accommodation and Tenancy Sustainment Service for Young People	DePaul UK Ltd	RRH	1,940,000	388,000			08/09/2022	07/09/2027	60		

Lower Risk	6302	Lynnette Chamielec	Sara Bowrey	Accommodation, Support and Tenancy Sustainment Service	Hestia Housing and Support	RRH	1,170,000	234,000			01/02/2023	31/01/2028	60		
Lower Risk	5160	Lynnette Chamielec	Sara Bowrey	Tenancy Support Services for Homeless People	The Riverside Group Limited	RRH	1,150,000	230,000			01/04/2022	31/03/2027	60		
Lower Risk	4875	Paula Young	Sara Bowrey	Mytime Active - FRIL Lease for Bromley Golf Course	MyTime Active	RRH	1,000,000	25,000			01/04/2019	31/03/2059	480		
Lower Risk	4876	Paula Young	Sara Bowrey	Mytime Active - FRIL for Crofton Halls	MyTime Active	RRH	1,000,000	25,000			01/04/2019	31/03/2059	480		
Lower Risk	4986	Alicia Munday	Sara Bowrey	Crystal Palace Park Café Lease	Brown and Green Café Ltd	RRH	639,000	54,000			01/05/2019	30/04/2029	120		
Lower Risk	5179	Lydia Lewinson	Sara Bowrey	Women's Refuge, Support and Tenancy Sustainment Service	Bromley & Croydon Women's Aid	RRH	619,989	123,998			01/01/2022	31/01/2027	61		
Lower Risk	5167	Amy Milton	Sara Bowrey	Property and Estate Management Services - Montagu Evans LLP	Montagu Evans LLP	RRH	450,000	112,000			01/11/2021	30/11/2025	49		
Lower Risk	5168	Amy Milton	Sara Bowrey	Property and Estate Management Services - Stiles Harold Williams Partnership LLP (SHW)	Stiles Harold Williams Partnership LLP (SHW)	RRH	450,000	112,000			01/11/2021	30/11/2025	49		
Lower Risk	4874	Paula Young	Sara Bowrey	Mytime Active - FRIL for Biggin Hill	MyTime Active	RRH	400,000	10,000			01/04/2019	31/03/2059	480		
Lower Risk	6312	Amy Milton	Sara Bowrey	Statutory Asset Valuations 2022 - 2027	Montagu Evans LLP	RRH	398,640	80,000			01/10/2022	31/12/2027	63		
Lower Risk	5122	Keith Poles	Sara Bowrey	Property Management Software System (CAFM and Helpdesk)	Concerto Support Services Ltd	RRH	378,000	129,000			01/09/2021	31/08/2025	48		
Lower Risk	7395	Tim Horsman	Sara Bowrey	** Now Live ** Planning and Building Control Case Management IT System	Arcus Global Ltd	RRH	323,520	88,880			05/05/2023	04/05/2027	48		
Lower Risk	5199	Alicia Munday	Sara Bowrey	Business Regeneration - Website Designer	SOS Creativity Limited	RRH	190,380	107,380			21/07/2021	31/03/2025	44		
Lower Risk	6249	Alicia Munday	Sara Bowrey	NEPRO3 - West Wickham Library and Housing Project PostPlanning Professional Services	Equals Consulting Ltd	RRH	174,791	49,721			05/05/2022	31/03/2026	46		
Lower Risk	6252	Alison Pipes	Sara Bowrey	Dangerous Structures Consortium	Wates Property Services Limited	RRH	155,056	38,764			19/03/2021	31/03/2025	48		
Lower Risk	5087	Amy Milton	Sara Bowrey	Property Management Software System (Estates)	Concerto Support Services Ltd	RRH	118,000	73,000			01/08/2021	31/07/2025	48		
Lower Risk	5019	Paula Young	Sara Bowrey	Film Service	FilmFixer LTD	RRH	117,500	23,500			01/02/2020	31/01/2025	60		
Lower Risk	7420	Mollie Lyon	Alicia Munday	** Now Live ** Consultancy Services required to deliver the National Lottery Heritage Fund Development Phase works in Crystal Palace Park	*Multiple Suppliers	RRH	98,582	98,582			01/07/2023	31/05/2024	11		
Lower Risk	6236	Tracey Wilson	Sara Bowrey	Housing - Statutory Homelessness Reviews	Royal Borough of Kensington and Chelsea	RRH	80,000	20,000			01/06/2022	31/05/2026	48		
Higher risk	6222	Alicia Munday	Sara Bowrey	JCT Design and Build Contract for Provision of Housing in York Rise	Module-AR Ltd	RRH	9,057,887	9,057,887		■	01/04/2022	31/08/2023	17		Capital
Lower Risk	6292	Simon Goodburn	Sara Bowrey	Boiler Design, Supply, Installation: Walnuts Orpington / Saxon Centre	BSW Heating	RRH	208,678	208,678		■	17/10/2022	18/11/2024	25		Capital