

**Decision Maker:** **ADULT CARE AND HEALTH PDS COMMITTEE**

**Date:** **Tuesday 30<sup>th</sup> January 2024**

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

**Title:** **Contract Register**

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

**Chief Officer:** Kim Carey, Director of Adult Services

**Ward:** All Wards

---

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.
- 

2. **RECOMMENDATIONS**

**That the Adult Care & Health PDS Committee:**

- 2.1 Reviews and comments on 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.
- 

### Corporate Policy

1. Policy Status: Existing Policy:
  2. MBEB Priority: Excellent Council:
- 

### Financial

1. Cost of proposal: - N/A
  2. Ongoing costs: - N/A
  3. Budget head/performance centre: Adult Care and Health Portfolio
  4. Total current budget for this head: - £84,178
  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:
- 

### 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 Adult Care and Health Portfolio is as follows:

Item	Category	May 2023	September 2023	November 2023
Contracts (>£50k TCV)	All Portfolios	231	235	246
Flagged as a concern	All Portfolios	2	2	0
Portfolio	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
Risk Index	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	September 2023	November 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

## 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>	<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 &amp; Contracts to reflect the status of the contract. The RAG ratings are as follows:</p> <p><b>Red</b> – there are potential issues with the contract or the timescales are tight and it requires close monitoring.</p> <p><b>Amber</b> – appropriate procurement action is either in progress or should be commencing shortly.</p> <p><b>Green</b> – appropriate procurement action has been successfully taken or there is still sufficient time to commence and complete a procurement action.</p>
<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>	<p>Contract Owners provide a comment –where contracts approach their end date. 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>
<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'.

**Risk Management**

Contract Risk Status 45.4

[Hide Risk Details](#)

Ref	Risk Type	Analyses Result	Score
1	Company Size	Mutiple Suppliers / Sizes	0.6
2	Total Contract Value	>£100k <£500k	2.0
3	Annual Contract Value	>£50k <£100k	12.0
4	Budget & projected spend variance	Default Score used	10.0
5	Sector	Other	5.0
6	Contract Term (Remaining Agreed Term)	1-2 yrs	1.2
7	Contract Type	Framework Contract	4.6
8	Procurement Status Ragging		10.0

### 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.