

---

**Decision Maker:** RENEWAL, RECREATION AND HOUSING PDS COMMITTEE

**Date:** Thursday 14 March 2024

**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 February 2024'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 15<sup>th</sup> January 2024 and presented to ER&C PDS on 5<sup>th</sup> February 2024.
- 1.2 A simple Part 1 report is provided every quarter as an Information item, accompanied by a Part 2 report to provide additional commentary only where a contract has been RAG rated as Red by the Corporate Procurement Team. 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 next full report will be May 2024.

---

2. **RECOMMENDATION(S)**

**That the Renewal, Recreation and Housing PDS Committee:**

- 2.1 Reviews and comments on the Contracts Register as of 15<sup>th</sup> January 2024.

### 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: RRH portfolio
  4. Total current budget for this head: - £16.0m
  5. Source of funding: - RRH portfolio Revenue budget
- 

### 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
- 

### 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 time lag 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 238 active contracts across all Portfolios as of 15<sup>th</sup> January 2024 for the February 2024 reporting cycle as set out in Appendix 1.

### **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. FINANCIAL IMPLICATIONS**

- 5.1 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.

### **6. PERSONNEL IMPLICATIONS**

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

## 7. LEGAL IMPLICATIONS

- 7.1 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.
- 3.6 7.2-- 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).

## 8. PROCUREMENT IMPLICATIONS

- 8.1 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.

<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>