



Finance and Corporate Services Scrutiny Board (1)

Time and Date

2.00 pm on Wednesday, 30th November, 2016

Place

Committee Rooms 2 and 3 - Council House

Public Business

1. **Apologies and Substitutions**
2. **Declarations of Interest**
3. **Minutes**
 - (a) To agree the minutes of the meeting held on 19 October 2016 (Pages 3 - 4)
 - (b) Matters Arising
4. **Impact of changes to Local Council Tax Support Scheme - 6 month review**
(Pages 5 - 10)
Briefing note.
5. **Progress report on delivery of the Social Value Policy and Procurement Strategy** (Pages 11 - 20)
Report of the Executive Director of Resources.
6. **Outstanding Issues Report**
Outstanding issues have been picked up in the Work Programme
7. **Work Programme** (Pages 21 - 24)
Report of the Scrutiny Co-ordinator
8. **Any other items of Public Business**
Any other items of public business which the Chair decides to take as matters of urgency because of the special circumstances involved

Private Business

Nil

Chris West, Executive Director, Resources, Council House Coventry

Tuesday, 22 November 2016

Notes:1)The person to contact about the agenda and documents for this meeting is Carolyn

Sinclair, Governance Services, Council House, Coventry, alternatively information about this meeting can be obtained from the following web link:

<http://moderngov.coventry.gov.uk>

2) Council Members who are not able to attend the meeting should notify Carolyn Sinclair as soon as possible and no later than 9am on the day of the meeting giving their reasons for absence and the name of the Council Member (if any) who will be attending the meeting as their substitute.

3) Scrutiny Board Members who have an interest in any report referred to this meeting, but who are not Members of this Scrutiny Board, have been invited to notify the Chair by 12 noon on the day before the meeting that they wish to speak on a particular item. The Member must indicate to the Chair their reason for wishing to speak and the issue(s) they wish to raise.

Membership: Councillors S Bains, L Kelly (Chair), J Lepoidevin, T Mayer, J McNicholas, J Mutton (By Invitation), T Sawdon, R Singh, T Skipper and R Thay

Please note: a hearing loop is available in the committee rooms

If you require a British Sign Language interpreter for this meeting
OR if you would like this information in another format or
language please contact us.

Carolyn Sinclair

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Coventry City Council
Minutes of the Meeting of Finance and Corporate Services Scrutiny Board (1) held
at 2.00 pm on Wednesday, 19 October 2016

Present:

Members: Councillor L Kelly (Chair)
Councillor S Bains
Councillor J Lepoidevin
Councillor J McNicholas
Councillor G Ridley
Councillor T Sawdon
Councillor R Singh
Councillor T Skipper
Councillor R Thay

Employees:

Resources: V. Castree, B. Hastie, P. Jennings, C. Sinclair

Apologies: Councillor J Mutton (Cabinet Member for Strategic Finance and Resources)

Public Business

20. Declarations of Interest

There were no declarations of interest.

21. Minutes

The minutes of the meeting held on 7 September 2016 were signed as a true record. There were no matters arising.

22. Reserve Balances

The Board considered a briefing note which contained information as requested in relation to the Council's reserve balances. Balances for each individual reserve area over a three year period were appended to the briefing note.

The Council's total level of non-schools reserves stood at £69.6m at 31st March. The Council was also required to account for £25.8m of reserve balances that belonged to the city's schools (£20m) or were funded from Dedicated Schools Grant and were therefore ring-fenced for schools usage (£5.8m).

In recent years the Council had implemented programmes of Early Retirement and Voluntary Redundancy to deliver the staffing savings required to balance the budget. A report to Cabinet in November 2015 identified the funding set aside for this purpose to cover future years including reserves of £12.5m. This balance was identified and earmarked as part of the 2015/16 Outturn process.

A further £11.8m of reserves had been held to manage the cash-flow requirements of the financial models for the Council's three Private Finance Initiative schemes.

These reserves would be used over the 25 year plus lifetimes of the schemes. As part of 2016/17 Budget Setting a decision was taken to utilise £1m per annum for the next ten or so years before then repaying these amounts over the remainder of the schemes' lifetime.

Capital receipts (proceeds from the sale of capital assets) were generated in 2015/16 to the value of £6.7m. These receipts were in excess of the amount needed to fund the Capital Programme and were therefore available to the Council to apply to newly identified purposes. Proposals would come forward for the use of these resources as part of the forthcoming Budget Setting process.

Capital Grant resources of £5.7m had been carried forward as reserve balances. These represented income received ahead of the need to spend them. However, the resources would be required to fund the Council's existing expenditure plans and therefore these resources were committed.

At the end of 2015/16 the Council received £4.4m in dividends from its shareholding in Birmingham Airport. Proposals were likely to come forward for the use of these resources as part of the forthcoming Budget Setting process.

The Board went through the reserves list line by line and asked officers to clarify which were 'earmarked', 'un-earmarked' or 'committed'. Following this, it was agreed that the document be re-ordered to group the categories together to make it clear to the reader which resources were available and which were committed.

In noting the document, the Board made the following suggestions:

- That officers give consideration to consolidating some categories, for example 'European elections' and 'PCC elections' had been categorised separately, so it was suggested they could be combined.
- That officers clarify within the document which headings were committed to capital projects and which were committed to revenue projects.

23. **Outstanding Issues Report**

There were no outstanding issues.

24. **Work Programme**

In noting the work programme, the Board agreed that:

- ER/VR be included on the agenda for the 29 March 2017 meeting
- 'Operational property and spending' be added to the work programme

25. **Any other items of Public Business**

There were no other items of business.

(Meeting closed at 4.00 pm)



Coventry City Council

Briefing note

To
Finance and Corporate Services Scrutiny Board
(Scrutiny Board 1)

Date: 31 October 2016

Subject:
Impact of changes to Local Council Tax
Support Scheme – 6 month review

From
Barrie Strain, Acting Head of Revenues
x3599

1 Purpose of the note

The purpose of the note is to provide an update on the changes to the Council's council tax support (CTS) scheme six months after implementation.

2 Recommendations

The Finance and Corporate Services Scrutiny Board is recommended to:

- 1) Consider the content of the briefing note and note progress made to date.
- 2) Identify any recommendations to the appropriate Cabinet Member

3 Background

In April 2016 the Council's revised council tax support (CTS) scheme came into effect. The revised scheme requires all working age households to pay a minimum 15 per cent of their council tax liability regardless of financial circumstance. There are approximately 20,000 working age households receiving some level of council tax support – prior to the implementation of the revised scheme in April 2016 approximately 16,000 working age households had no council tax charge. The change required the average band A household to contribute approximately £3.00 per week towards their council tax liability.

4 Collection Rates

The table below provides an overview of collection and recovery in the first two quarters of 2016/17 for all households in the city.

As at end of quarter 2	2015	2016	Change
Actual council tax collection rate Q2	55.3%	55.4%	0.5%
Actual council tax collected (£000)	67,001	73,152	9.2%
CTS awarded (£000)	26,734	23,490	12.1%
Reminder notices issued	37,540	46,907	25.0%
Attachment of benefits set up	47	1551	3200%

The collection rate from working age CTS cases at the end of September was approximately 47.2 per cent (£1,078,993 from £2,286,840) – compared with an overall collection rate of 55.4 per cent. A basic straight line forecast would suggest that the collection rate for this group by the end of March 2017 will be in the region of 80 per cent – this is higher than the 70 per cent initially forecast which had been based on anecdotal feedback from other Councils who had already reduced their CTS schemes.

There is no historical data in relation to this group so the 80 per cent forecast is a best estimate at this time.

There is £1.21 million left to collect from CTS cases in the final six months of 2016/17 and the current arrangements for these amounts is detailed in the table below.

Accounts on statutory instalments/arrangement	51%
Accounts at final notice before court action	10%
Accounts being recovered through an attachment of benefits	21%
Liability order obtained - enforcement action pending	15%
Cases ready to be issued to enforcement agents	1%
Cases with enforcement agents	2%

The £1.21 million left to collect from CTS cases covers approximately 13,000 accounts with an outstanding balance. Approximately 5,000 (38 per cent) of those cases are technically considered to be in arrears but 10,000 (77 per cent) cases are actively being paid either through normal monthly instalments or an alternative payment arrangement.

Generally CTS cases have not been passed to enforcement agents for collection. Cases that would normally progress to this stage have been held in abeyance pending a review of the volume of cases involved. Currently there are 53 cases at this stage. A further final warning letter will be issued on these cases and if the customer does not respond then the cases will be passed to enforcement agents in line with our standard recovery procedures.

In conclusion, as at the end of quarter two the overall collection position compares favourably in comparison to last year – last year in itself being one of the best on record for collection performance. The forecast collection for CTS accounts is better than forecast prior to implementation. There has been an increase in the number of reminder notices being sent and the volume of accounts subject to

court action but this increase was expected from the outset and has not increased to the extent initially forecast. The cost of sending reminders and obtaining liability orders in respect of CTS cases is estimated to be £15,000 in the first six months of the year.

5 Impact on customers

The Council has invited feedback from Coventry Citizens Advice Bureau (CAB) in respect of the impact that the new CTS scheme has had on Coventry residents and this feedback is included at appendix 1. In summary, CAB has seen an increase in the number of people contacting them about council tax debts and council tax support issues. CAB have commended the Council's approach to implementing the new CTS scheme and the Council's ongoing commitment to mitigating the impact on customers and work proactively with stakeholders. CAB have three main concerns in respect of council tax arrears collection:

1. The affordability of repayment plans
2. The impact of direct deductions from benefits on people with chaotic lifestyles
3. CAB would like to see developments to the Council's My Account customer portal to render the platform more user friendly and thus encourage their clients to switch to this method of transacting

As part of the mitigation against the impact of reducing CTS, the Council published a discretionary reduction scheme for people in the most extreme financial hardship. The Council has received nine applications for discretionary relief since April 2016 – three such applications have been agreed but these applications were from people with no recourse to public funds rather than people impacted by the new CTS scheme.

6 Summary

The CTS scheme requires low income households to contribute towards their council tax liability. It has been acknowledged from the outset that collecting council tax from people impacted would be challenging and would need to be undertaken with sensitivity. The vast majority of people, as expected, have paid and are paying their council tax. The Council has adopted a measured approach to collecting from households that have fallen into arrears – we are not applying for court costs and we have delayed sending accounts to enforcement agents as we would in normal circumstances. More generally our enforcement officers have been instructed to take a more pragmatic approach to payment arrangements for CTS cases and to consider each case on its merit.

Feedback from Coventry Citizens Advice Bureau

Impact on clients

For the city of Coventry Coventry Citizens Advice Bureau (CAB) are able to provide figures on the number of council tax-related enquiries they have received since the introduction of reduced council tax support (CTS). The key results are as follows:

- Council Tax arrears remain the number one debt enquiry issue faced by Coventry CAB advisers: a position held since the new case recording system was introduced in 2014.

Enquiry type	Q1 2015/16	Q1 2016/17	change	Q2 2015/16	Q2 2016/17	change
Council tax debt enquiries as % of all debt enquiries	15.2%	19.5%	4.3%	17.7	21.7	4%

- Council tax benefit/support enquiries in the first two quarters of 2016-17 show an increase from the same period in 2015-16: an increase of 16.4% over quarter one and an increase of 31% over quarter two.

These enquiries cover all aspects of council tax recovery: from disputes over liability for council tax debts, to issues over repayment methods and problems with enforcement agents. CAB are aware that despite a range of measures taken to ensure every affected customer could prepare for changes to CTS there were still customers who didn't realise it affected them and were not prepared for an increase in their financial burden. CAB is aware that there were a number of clients simultaneously hit by other benefit changes, who simply felt unable to cope financially. CAB recognises that clients are still required to meet their council tax liabilities.

The issues which continue to face those struggling to pay the new CT liability are common to any low income group faced with an increase in essential expenditures but no corresponding increase in income. Some have deliberately (sometimes inadvertently) ignored the new CT demand as unaffordable, while others have found a way to meet their liability: either through a one-off payment, through a repayment plan or, as the Council's statistics suggest, through direct deductions from benefits.

In the face of these issues CAB commend the City Council's approach of favouring deductions from benefits and earnings – as well as an emphasis on agreeing affordable repayment plans – ahead of automatic referrals to enforcement agents because CAB see this as an acknowledgement that the majority of those in arrears fall into the category of 'can't pay-won't pay' rather than 'can pay-won't pay'. CAB also commend the City Council for their intent to work

closely with advice agencies and others to proactively mitigate the potentially damaging impacts of these CTS changes on their most vulnerable customers. Nevertheless, CAB continue to have concerns about the ongoing collection of CT arrears.

Though it is impossible to say in detail what people's experiences are, household by household, the concerns of CAB centre on three issues: what are those on a low income not now paying in order to pay their council tax instalments; secondly, for those with unpredictable incomes and chaotic lifestyles how secure are direct deductions from benefits as a regular source of repayment; and, thirdly, how can the My Account customer portal be made more user-friendly so that council tax customers are more likely to buy-in to online claims management.

As expected from any important benefit change, even a benign one, changes to the CTS system have caused some confusion and customer detriment, especially amongst the vulnerable; even if temporarily. Reduced CTS has exaggerated and elongated this detriment while delivery issues have intensified this detriment and unnecessarily sustained hardship for some. Nevertheless it is important to note that we continue to work closely with the Council and others to minimise customer detriment and maximise council tax collection.

Summary

Coventry Citizens Advice has noted, and commends, the approach taken by the City Council to both the roll out of a reformed CTS scheme and the recovery of Council Tax arrears. It recognises difficulties faced by the City Council as well as its low income council tax payers and supports the pragmatism and flexibility shown by the revenues and benefits service in avoiding unnecessary or premature referral to enforcement agents, particularly for vulnerable customers. But while it continues to be included in, and contribute to, stakeholder discussions on council tax recovery operations and performance, it also continues to have ongoing concerns about some aspects of council tax arrears recovery: most notably the affordability of repayment plans; the arguably inherent insecurity of direct deductions from benefits as a reliable source of repayments for those leading chaotic lives; and the user-unfriendliness of online accounts (My Account) in conjunction with the lack of digital skills or confidence of some council tax customers.

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Cabinet Member for Strategic Finance and Resources
Finance and Corporate Services Scrutiny Board (1)

15 December 2016
30 November 2016

Name of Cabinet Member:

Cabinet Member Strategic Finance and Resources – Councillor J Mutton

Director Approving Submission of the report:

Executive Director Resources

Ward(s) affected:

All

Title:

Progress report on delivery of the Social Value Policy and Procurement Strategy

Is this a key decision?

No

Executive Summary:

The Finance and Corporate Services Scrutiny Board have requested a progress report on the delivery of the Social Value Policy and the Procurement Strategy. The Constitution requires that a report is taken to Cabinet Member for Strategic Resources and Finance on the delivery of the Procurement Strategy through the Procurement Board. This report fulfils those requirements and details the progress made in these specific areas.

Recommendations:

The Finance and Corporate Services Scrutiny Board are requested to:

1) Consider the progress detailed in the report and forward any recommendations to the Cabinet Member

The Cabinet Member is requested to:

- 1) Consider the recommendations from the Finance and Corporate Service Scrutiny Board
- 2) Note the progress made against the Social Value Policy and the Procurement Strategy and recommend that the Council continue to support the delivery against these mechanisms

List of Appendices included:

None

Other useful background papers:

Procurement Strategy 2015/2020

http://www.coventry.gov.uk/downloads/download/629/procurement_policies_and_procedures

Social Value Policy

http://www.coventry.gov.uk/info/17/doing_business_with_the_council/198/procurement_and_commissioning/5

Business Charter for Social Responsibility

http://www.coventry.gov.uk/info/17/doing_business_with_the_council/198/procurement_and_commissioning/6

13 Social Value case studies

http://www.coventry.gov.uk/downloads/download/2616/social_value

Has it been or will it be considered by Scrutiny?

Yes. Finance and Corporate Services Scrutiny Board (1), 30 November 2016

Recommendations:

The Finance and Corporate Services Scrutiny Board are requested to:

1) Consider the progress detailed in the report and forward any recommendations to the Cabinet Member

The Cabinet Member is requested to:

- 1) Consider the recommendations from the Finance and Corporate Service Scrutiny Board
- 2) Note the progress made against the Social Value Policy and the Procurement Strategy and recommend that the Council continue to support the delivery against these mechanisms

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

No

Will this report go to Council?

No

Report title:

Progress report on the delivery of the Social Value Policy and the Procurement Strategy

1. Context

- 1.1 The Sub Regional Procurement Strategy 2015 - 2020 was adopted by Cabinet Member Strategic Finance and Resources on 7th December 2015. The Social Value Policy was adopted by Full Cabinet on the 11th February 2014 and incorporates the Public Service (Social Value) Act 2012 that came into force on 31st January 2013. This report details how the delivery of the Social Value Policy has been incorporated into the delivery of the Procurement Strategy and the outcomes that have been achieved.

2. Options considered and recommended proposal

Not applicable.

3. Progress since the Procurement Strategy and Social Value Policy were adopted

- 3.1 **Delivery against the Social Value Policy.** There has been significant progress against the social value policy since the last report submitted to Members on 9th March 2015. There are now 13 case studies on the Council websites giving examples of the successes we have had.
- 3.2 The case studies emphasise why social value is important in so many different ways. With budgets reducing and demand for services increasing we need to be innovative and creative in the way in which they deliver services to our local communities to ensure that we get maximum return on investment when spending our scarce resources.
- 3.3 Local authority standard contracts already have an impact on social value in themselves as they include clauses which are intended to ensure that contractors are operating in a way that impacts favourably on society. These clauses can include the avoidance of modern slavery, counter terrorism, safeguarding, equalities, health and safety, data protection, tax avoidance, sustainable supply chains and payment of sub-contractors within 30 days.
- 3.4 However, considering social value in contracts is only the beginning of the journey and it takes full corporate responsibility to maximise the benefits that can be achieved. Officers with expertise in sustainability, environmental issues, economic development, planning, employment, public health and care have been working together to maximise the social benefits generated through contracting.
- 3.5 Closer working with public sector partners through the council's Marmot work (reducing health inequalities) has shown real results through harnessing initiatives like "making every contact count". Under this initiative, all public services meeting individuals on the front line don't just check that the individual's needs have been met from their employing organisation's perspective, they also check their general wellbeing, alerting public sector partners when additional needs are identified. For example, the Fire Service now not only check homes for fire risks they conduct "safe and well" checks as they are one of the most trusted public services when entering people's homes.
- 3.6 Other examples of the importance of social value can be seen through the impact service delivery can have on lives that are not directly impacted by the original contract. For example when a construction contract is being let, typical direct social value considerations would be apprentices, local employment, local supply chains, minimising harm to the environment through carbon reduction and using raw materials from sustainable sources. However we have encouraged contractors to engage with local supply chains differently by holding workshops to help potential contractors to become bid ready for future contracts. Some contractors have given careers talks in local schools as there are real skills

shortages currently in construction and these talks could encourage youngsters into the industry when it becomes clear that it is not just all about mud, hard labour and hard hats. Schools have also visited construction sites so that the children experience things for themselves. Efforts have been made to ensure that schools in the most deprived areas of the City have had the opportunity to visit in the hope that there is a chance that the cycle of generational worklessness can be broken.

- 3.7 Local Businesses other than those contracting with the local authority have been able to deliver social value in local communities. Corporate Social Responsibility policies are common in the private sector and it has been identified that delivering social value not only makes sound business sense when used as a tendering differentiator, it is also good for staff morale as individuals feel that they have made a difference. Coventry has used the Business Charter to encourage businesses to work to the same social value principles as ourselves. Those signing up to the Charter have developed social value plans and BAM have achieved Bronze accreditation which means that they are working to the economic principles contained in the Social Value Policy.
- 3.8 Coventry City Council are a Social Innovation Partner with SEWM and as such have been working with Coventry and Warwick Universities and social enterprises in the City to bid for Social Enterprise Place status. Cllr Linda Bigham as Cabinet Member for Community Development has been participating on the steering group and the submission was confirmed as successful on the 17th November 2016. Feedback from Social Enterprise UK was that the submission was very strong and they were impressed by the leadership that was being shown in this area.
- 3.9 The Assistant Director Procurement has been working on a National Social Value Taskforce which has developed the Social Value Maturity Index (Launched in September 2016). This is a tool which allows authorities to self-assess their social value progress against a matrix of measures to identify whether they are following, mature, leading or innovating. Coventry have completed the self-assessment and of the 11 measures Coventry are mature in 9 with 2 assessed as following. The assessment has been helpful in identifying the areas we need to concentrate on next i.e. embedding social value into contract management and market engagement.
- 3.10 The Skills and Growth Manager appointed an apprentice, Joe Grubb in February 2016. He is completing an Advanced Apprenticeship in Enterprise – Economic Social Value. We believe that we may be the first local Authority to have a Social Value apprentice.
- 3.11 Coventry as a Planning Authority now includes planning conditions on major planning applications which are managed via skills and employment plans. To date there are 11 applications with conditions included and a further 18 that are being considered (up to 30/9/16).
- 3.12 The following gives a summary of what has been achieved through skills and employment plans up to 30/9/16:
 - 3.12.1 64 local businesses have benefitted from supply chain opportunities from major developments in the City
 - 3.12.2 149 local people have been employed on the sites
 - 3.12.3 586 apprenticeship weeks have been worked by apprenticeships generated on major developments. A more detailed breakdown of number of apprenticeships by site is included in Appendix A:
 - 3.12.4 Over 2,000 young people have attended site visits or careers talks. A more detailed breakdown of site visits and careers talks is included in Appendix A:
 - 3.12.5 We are piloting a Social Value plan via one of our procurement contracts (Enforcement Agencies contract) to capture Social Value outcomes on the contract.

- 3.13 **Delivery against the Sub Regional Procurement Strategy.** The Procurement and Commissioning Service have delivered their savings targets for 2015/16 and are on track to deliver against the 2016/17 targets. The table below shows the savings delivered as at November 2016.

Summary of Commissioning & Procurement Savings								01/11/2016
	2015/16				2016/17			
	Proc 3 Savings Delivered			Total	Proc 3 Savings Delivered			Total
	People	Resources	Place	Delivered	People	Resources	Place	Delivered
				£000				£000
Commissioning & Procurement	2,443	710	826	3,980	2,676	932	915	4,522
Public Health	588	213	199	1,000	588	213	199	1,000
Additional Inflation saving	1,408	426	399	2,233	1,995	639	598	3,232
	4,439	1,349	1,424	7,213	5,259	1,784	1,712	8,754
Target	4,699	1,706	1,595	8,000	4,699	1,808	1,595	8,102
Additional target 16/17 on					587	213	199	1,000
Surplus/(Deficit)	-260	-357	-171	-788	-28	-237	-83	-348
Other Procurement Savings	2,250	186	816	3,252	2,674	186	827	3,687
Total Savings Identified	6,689	1,535	2,240	10,465	7,933	1,970	2,539	12,441

- 3.14 Monthly reports on savings and procurement activity conducted through the Procurement Panels and Procurement Board have been regularly reported to Audit and Procurement Committee, where Members have had the opportunity to ask questions and seek reassurance that appropriate procurement action is being taken.
- 3.15 On the 7th December 2016 the Cabinet Member Strategic Finance and Resources approved the Sub Regional Procurement strategy. The strategy contained four themes making savings, supporting local economies, leadership and modernisation with 40 desired outcomes against those themes. The Assistant Director Procurement has carried out an analysis of performance against the themes and outcomes using RAG (red, amber, green) rating. For the purpose of this exercise red means not started, Amber means work has started although has not yet been completed and green means that the outcome has been achieved. The results show that a significant number of the outcomes have already being delivered by the Procurement and Commissioning Service. A summary of performance against the 40 outcomes is below:-

Sub Regional Procurement Strategy delivery summary November 2016			
Theme	Delivered		
	Red	Amber	Green
Making savings	0	7	7
Supporting Local Economies	0	0	5
Leadership	0	2	12
Modernisation	0	2	5
Total	0	11	29
% Delivery		27.5	72.5

- 3.16 The summary shows that the Procurement and Commissioning Service have delivered 75% of the 5 year strategy in year one.
- 3.17 Work has started to embed effective contract management practices. A practitioners group has been established to share good practice and to remind officers of their responsibilities. Work is ongoing with ICT to implement a diagnostic tool already used in Solihull MBC to help officers assess the level of contract management activity required for each contract.
- 3.18 CSWJETS, the sub regional e-tendering system has single sign on for suppliers. This means that they can choose categories of work that they are interested in and receive email alerts for all contracts being let in that category for Coventry, Solihull, Warwickshire and all of the Warwickshire District Councils. In 2015/16, 43% of Council third party spend was with local suppliers.

4. Results of consultation undertaken

- a. Various consultations have taken place for individual services as contracts have been let in line with the procurement strategy. The consultation has been appropriate for the type of service that is being let and has ranged from co-design of services to issuing draft tender documents two weeks before they are formally issued. Responses have been considered and appropriate adjustments made.

5. Timetable for implementing this decision

- a. The Procurement Strategy and Social Value Policy are already in place, this report is a review of progress against the existing strategy and policy.

6. Comments from Executive Director of Resources

- 6.1 Financial implications
Specific Procurement & Commissioning targets were included in the medium term financial strategy for the period 2013/14 to 2016/17 - £2M rising to £9.1M. These are cross-cutting savings targets, and the delivery of these savings are closely monitored and managed through Procurement Panels and Procurement Board. In addition, there will be other commissioning savings that are delivered as part of other projects and medium term financial strategy targets.

There has been a small shortfall each year since 13/14 and a projected shortfall in 16/17. This has been dealt with as part of the budgetary control process.

Procurement Board agree the evaluation criteria for services and tenders in the process of being commissioned/re-commissioned, and will continue to consider the financial implications of applying the social value policy as part of that process.

- 6.2 Legal implications
There are no legal implications of this report

7. Other implications None

- 7.1 **How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?**

The Procurement Strategy takes direct cognisance of the council's core aims. The strategy helps to deliver those aims through wise use of the Council's purchasing power in the community in a sustainable way.

7.2 How is risk being managed?

The procurement strategy aims to minimise risk for the council when spending money on goods, works and services

7.3 What is the impact on the organisation?

The procurement strategy defines the strategic direction for procurement activity in the authority. This impacts on the way in which contracts are let and the value for money achieved, helping to make best use of scarce resources.

7.4 Equalities / EIA

The procurement strategy gives due regard to equalities. Standard tender documentation ensures that the correct questions are asked of suppliers who wish to work with the council.

7.5 Implications for (or impact on) the environment

The procurement strategy gives due regard to environmental considerations and work delivered under the social value policy ensures that opportunities for sustainability are maximised.

7.6 Implications for partner organisations?

Relationships have been developed appropriately with partner organisations from the private, public, third sector and social enterprises. In the past, the voluntary sector have been involved in re writing the standard procurement documentation to ensure that we are not unnecessarily excluding organisations from bidding on a level playing field with the private sector.

Report author(s):

Name and job title:

Liz Welton, Assistant Director, Procurement

Directorate:

Resources

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Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Carolyn Sinclair	Governance Services Officer	Resources	01.11.16	02.11.16
Other members				
Names of approvers for submission: (officers and members)				
Finance: Rachael Sugars	Finance Manager	Resources	01.11.16	18/11/16
Legal: Julie Newman	Place and Regulatory Team Manager & Acting Monitoring Officer	Resources	01.11.16	17.11.16
Director: Chris West	Strategic Director	Resources	07.11.16	07.11.16
Members: Cllr John Mutton	Cabinet Member Strategic Finance and Resources		07.11.16	07.11.16

This report is published on the council's website:

www.coventry.gov.uk/meetings

Apprenticeships

BAM – Finham Park 2 & Health & Life Sciences	Bowmer & Kirkland – One Friargate	George Downing Construction – Belgrade Plaza
22	14	5
TOTAL = 41 Apprentices Equating to 586 weeks		

Site visits and careers talks

BAM – Finham Park 2 & Health & Life Sciences <i>On-going</i>	Bowmer & Kirkland – One Friargate <i>On-going</i>	Costain – Friargate Bridge <i>completed</i>	Willmot Dixon – AT7 Centre <i>Completed</i>	Barratts – City Wharf <i>On-going</i>
362 visits 856 careers events = 1218	8 visits	520 careers events	75 visits 285 careers events = 360	23 visits 90 careers events = 113
468 visits to site 1751 careers events				
TOTAL = 2219				

Definition

Visits = number of individuals that have visited a site.

Careers events = number of individuals that have benefited from a contractor going into school/college or number of individuals from a school/college who have visited a contractor at a careers event.

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Agenda Item 7

Last updated 22/11/2016

Finance and Corporate Services Scrutiny Board (1) Work Programme 2016/17

6 July 2016
The Digital Agenda
7 September 2016
2017-20 Medium Term Financial Strategy and Efficiency Strategy EU Funding
19 October 2016
Reserves
22 November 2016 – Joint with SB3
Digital Strategy Task and Finish Group report back
30 November 2016
Impact of changes to Local Council Tax Support Scheme Procurement Strategy and Social Value Act
25 January 2017
Workforce Strategy Friargate including Operational Property
29 March 2017
Update on Early Retirement/Voluntary Redundancy Programme (ER/VR)
Dates to be determined
Customer Services The EU Capital Programme

Date	Title	Detail	Lead Officer
6 July 2016	The Digital Agenda	To introduce the developing Digital Strategy enabling the Board to input into it as it is still in draft form. To look to set up a working group to develop further strands of work. This will be identified at the meeting.	Lisa Commane
7 September 2016	2017-20 Medium Term Financial Strategy and Efficiency Strategy	To discuss the Council's Medium Term Financial Strategy and its new Efficiency Strategy	Paul Jennings
7 September 2016	EU Funding	To receive a briefing note on the funding received from the EU by the Council.	Chris West
19 October 2016	Reserves	To look at reserves in detail and how the information on them is presented to the public.	Barry Hastie/ Paul Jennings
30 November 2016	Impact of changes to Local Council Tax Support Scheme	Changes were introduced to the Local Council Tax Support Scheme from April 2016. This item is to look at the impact of implementation after 6 months. To include how much money has been raised as a result of this change, how much it has cost to collect, levels of arrears and the impact on residents. Look to invite external partners in to inform discussion e.g. CAB.	Barrie Strain/ Glenda Cowley
30 November 2016	Procurement Strategy and Social Value Act	To examine the extent to which the Social Value Act is delivering added value when we are letting contracts.	Liz Welton
30 November 2016	Digital Strategy Task and Finish Group report back	To feedback to SB1 the recommendations from the Digital Strategy Task and Finish Group.	Vicky Castree
25 January 2017	Workforce Strategy	To input into the workforce strategy	Barbara Barrett
25 January 2017	Friargate	To look at progress towards meeting the financial targets associated with the move to Friargate. To include operational property costs and savings.	Chris West
29 March 2017	Update on Early Retirement/Voluntary Redundancy Programme (ER/VR)	Following on from the session on REservices, this item was requested to look at the uptake of ER/VR and the associated costs.	Barbara Barrett/ Barry Hastie
TBC	Customer Services	To hold a meeting in the new Customer Service Centre to discuss new ways of working and how these can be rolled out across the Council.	Lisa Commane
TBC	Capital Programme	To look at the projects being delivered including whether there is sufficient workforce capacity to do so.	Paul Jennings

Date	Title	Detail	Lead Officer
TBC	The EU	To investigate the implications of the leave vote on the pension fund and likely requirement for additional savings from Local Authorities.	Chris West

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