



Finance and Corporate Services Scrutiny Board (1)

Time and Date

10.00 am on Monday, 25th November, 2013

Place

Meeting Rooms, Council House, Earl Street, Coventry, CV1 5RR

Public Business

1. **Apologies and Substitutions**
2. **Declarations of Interest**
3. **Minutes**
 - (a) To agree the minutes of the meeting held on 7 October 2013 (Pages 3 - 6)
 - (b) Matters Arising
4. **Procurement Strategy** (Pages 7 - 14)

Report of the Executive Director, Procurement
5. **Social Value Act - Consultation** (Pages 15 - 26)

Report of the Chief Executive
6. **Outstanding Issues Report**

Outstanding issues have been picked up in the Work Programme
7. **Work Programme 2013-14** (Pages 27 - 30)

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
9. **Meeting Evaluation**

Private Business

Nil

Chris West, Executive Director, Resources, Council House Coventry

Thursday, 14 November 2013

Notes:1)The person to contact about the agenda and documents for this meeting is Su Symonds, 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 Su Symonds 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 N Akhtar, D Chater, K Foster, D Gannon (By Invitation), R Lakha, C Miks, R Sandy (Chair), T Sawdon, H S Sehmi, T Skipper and H Sweet (By Invitation)

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.

Su Symonds

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Agenda Item 3a

Coventry City Council

Minutes of the Meeting of Finance and Corporate Services Scrutiny Board (1) held at 10.00 am on Monday, 7 October 2013

Present:

Members: Councillor R Sandy (Chair)
Councillor N Akhtar
Councillor R Lakha
Councillor J Mutton (Substitute for Councillor Chater)
Councillor T Sawdon
Councillor H S Sehmi
Councillor T Skipper

Other Members: Councillors D Gannon, Cabinet Member (Strategic Finance and Resources)

Employees (by Directorate):

V Castree, Resources Directorate
N Clews, Place Directorate
L Commane, Resources Directorate
B Hastie, Resources Directorate
P Jennings, Resources Directorate
S Symonds, Resources Directorate
M Vickery, Place Directorate

Apologies: Councillor D Chater, K Foster, M Hammon, C Miks and K Taylor

Public Business

20. Apologies

Members of Business, Economy and Enterprise Scrutiny Board (3) were invited for consideration of agenda item 4 – Strategic Property Review and Council Move to Friargate. Apologies were received from Councillors Hammon and Taylor.

21. Declarations of Interest

There were no declarations of interests.

22. Minutes

The minutes of the meeting held on 2 September, 2013 were signed as a true record.

There were no matters arising.

23. Strategic Property Review and Council Move to Friargate (Kickstart)

The Scrutiny Board received a presentation from officers in regard to the governance arrangements concerning the Strategic Property Review and the

Council move to Friargate (Kickstart). The Board sought assurances regarding the accuracy and viability of the financial information included in the planning process..

In discussing the Strategic Property Review, the Board raised a number of issues and concerns, including:

- Questioning whether the Council was utilising the properties already within its ownership to full potential as there were savings to be made from not using external venues for meetings and seminars.
- Challenging how much work had been done on the rationalisation of the use of leased properties in light of the numbers of available properties within Council ownership.
- Questioning what work had been done to ensure the most economical rationalisation and disposal of the numerous small pockets of land owned and being maintained at a cost across the city.

In regard to the governance of the programme to move the Council to Friargate, the Board was wanted to understand the analysis and monitoring of the financial implications for the City Council. They questioned officers about:

- Early soft market testing in respect of buildings to be vacated
- Accuracy of the information in respect of job creation
- What jobs would be created and where
- How the budget for the project was being managed
- The management and monitoring of the repair and maintenance budget
- Comparisons with similar projects
- Availability of a site map illustrating current and proposed buildings

24. **Medium Term Financial Strategy 2014-2017**

The Scrutiny Board received a report of the Executive Director, Resources, which presented a Medium Term Financial Strategy (MTFS) for 2014-2017 for adoption by the City Council. The previous strategy had been approved in January 2013. The Strategy underpinned the medium term policy and financial planning process that was fundamental to setting revenue and capital budgets. Following the Strategy's consideration by Council, the subsequent meeting of Cabinet would consider the Pre-Budget report that sets out the work undertaken in preparation for the 2014/15 and future years' revenue budget and capital programme.

The Board was concerned with the management of risks, particularly those at a Directorate level, as it was unclear as to the amount of Member involvement in monitoring those risks not on the Corporate Risk Register.

RECOMMENDED THAT a briefing note be prepared for Cabinet with the following recommendations:

- (i) That Cabinet recommend that the risk register attached to the Medium Term Financial Strategy is updated to reflect the current situation regarding risks, before the report goes to Council.
- (ii) That Cabinet Member (Policy and Leadership) recommends that each Cabinet Member receives and considers a list of weighted risks within their area of responsibility on a half yearly, informal basis and that these lists are available to all Members upon request.

25. **Outstanding Issues Report**

Outstanding issues had been picked up in the Work Programme

26. **Work Programme 2013-14**

The work programme was noted. Members asked that the sale of commercial services to schools be added to the programme.

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

There were no additional items of business.

28. **Meeting Evaluation**

The meeting was viewed as very positive and informative.

(Meeting closed at 11.45 am)

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Finance and Corporate Scrutiny Board 1
Cabinet Member for Strategic Finance and Resources

25th November 2013
2nd December 2013

Name of Cabinet Member:

Strategic Finance and Resources. Councillor Gannon

Director Approving Submission of the report:

Executive Director, Resources

Ward(s) affected:

All

Title:

Progress against the Procurement Strategy 2010 - 2015

Is this a key decision?

No. Although the matter within the Report can affect all wards in the City, it is not anticipated that the impact will be significant and it is therefore not deemed to be a key decision.

Executive Summary:

The Procurement Strategy was first published in 2010. This report is a summary of progress against the strategy with some suggestions for further development of the strategy.

Recommendations:

Finance and Corporate Services Scrutiny Board (1)

- (1) That the Board make recommendations to Cabinet Member for Strategic Finance and Resources on the progress made against the procurement strategy

Cabinet Member for Strategic Finance and Resources

- (1) Consider the comments or recommendations from Finance and Corporate Services Scrutiny Board (1)
- (2) That the progress against the procurement strategy is endorsed

List of Appendices included:

Appendix 1 Summary of Commissioning and Procurement savings

Other useful background papers:

None

Has it been or will it be considered by Scrutiny?

Yes

The report is to be taken to Finance and Corporate Scrutiny Board 1 on the 25th November 2013:

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

1. Context (or background)

1.1 In June 2010 the Cabinet Member (Strategic Finance and Resources) approved the Procurement Strategy 2010 – 2015. The same strategy was also adopted by Solihull and Warwickshire Councils with a view to working as a shared procurement service with the resultant benefits of reduction in duplication of effort, economies of scale and increased purchasing power.

2. Options considered and recommended proposal

2.1 Since the introduction of the Procurement Strategy in 2010, the procurement process in Coventry has improved significantly. As a result of a Fundamental Service Review (FSR) Procurement and Commissioning work together more effectively, leading to more commercial outcomes for delivered services. Also as a result of the FSR, the revised Constitution includes an updated governance process for procurement which will be taken to Cabinet in January 2014.

2.2 Coventry had an external spend of approximately £300m per annum. Against that spend, Procurement and Commissioning has an £8m savings target included in the Medium Term Financial Strategy (MTFS), £2m in 2013/14, £3m in 2014/15 and £3m in 2015/16. Savings delivered against this target are reported to the Procurement Panels, Procurement Board and Audit Committee on a monthly basis. For 2013/14 £2,015k savings have been identified against the £2m target. It is more difficult to predict delivery in the following years; however progress against the target will continue to be closely monitored. Procurement and Commissioning have also contributed to the delivery of significant savings against other FSR's and Directorate targets to the value of a further £1,731k (See Appendix 1)

2.3 The shared procurement service which includes Coventry, Solihull, Warwickshire, Nuneaton and Bedworth and Rugby Borough Councils, is run on a category management basis. Category Leads have been identified in each authority where there is particular expertise e.g. ICT, Children's services etc. the category lead authority then lets contracts in that category on behalf of all participating authorities. This gives all the benefits of economies of scale whilst keeping a procurement presence in each authority enabling the development of strong relationships with service heads. The shared service was a finalist in the Society of Procurement Officers (SOPO) in Local Government awards and the GO procurement awards 2012.

2.4 The shared procurement service has implemented a shared eTendering system for all authorities in the sub region including all Warwickshire districts. This has been welcomed and complimented by the SME group of the Coventry and Warwickshire LEP as now SME's only have to register once on the system to be able to receive all tender opportunities for their category of work for all participating authorities.

The shared eTendering system will offer more opportunities for collaboration as each authority can see the tender opportunities being advertised so will be able to express an interest in participation. There are future opportunities for shared document storage and ultimately standardised documents which can be stored on the system. There are also facilities for electronic evaluation, eAuctions and contract management which will be used as appropriate, when opportunities arise. The eTendering system has been confirmed as a finalist in the SOPO awards for outstanding procurement, 2013.

- 2.5 Wise use of procurement power in our local economy has always been included in the Procurement Strategy, however since the Social Value Act came into force in March 2012 this area of work has been given more focus. Officers across the Council have been working together to develop a Social Value policy and a Business Charter for Social Responsibility, which describe how the authority wants to deliver social value through its procurement processes and on a voluntary basis for those companies that the authority already contracts with. There has been considerable consultation with the voluntary sector, Federation of Small Businesses, the Chamber of Commerce and internally with policy, economy and jobs, sustainability, commissioning, health and safety, public health, skills and growth before the charter and policy was finalised. A report on the benefits of a business charter for social responsibility was approved by the Cabinet Member for Strategic Finance and Resources on the 21st October 2013.

A report on the consultation on the Social Value Policy also appears on this Agenda. There was already good practice of developing jobs and skills, reducing carbon emissions etc. through contracting and the Social Value Policy and Business Charter will allow us to build on these firm foundations. As a result of the consultation, changes have already been made to procurement processes to make it easier for SME's and the voluntary sector to bid for Council contracts and this work will continue as our understanding develops.

3. Results of consultation undertaken

- 3.1 There has been no consultation undertaken as the report is an update on performance against the agreed strategy.

4. Timetable for implementing this decision

- 4.1 Progress will continue to be monitored against this strategy with six monthly update reports being brought to the Cabinet Member Strategic Finance and Resources.

5. Comments from the Executive Director Resources

5.1 Financial implications

There are no direct financial implications arising from the recommendations to be considered in this report. Progress against savings targets are detailed in paragraph 2.2.

5.2 Legal implications

There are no legal implications arising from this report.

6. Other implications

None

6.1 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 has deliberately been structured in a way that supports the delivery of the Council plan and objectives

6.2 How is risk being managed?

The main risk for the Council if the procurement strategy is not delivered is that the savings targets are not met. Performance against these targets is monitored monthly by Procurement Panels, Board, Cabinet Member for Strategic Finance and Resources and Audit and Procurement Committee.

6.3 What is the impact on the organisation?

Impact of this strategy is to enable the organisation to deliver services in the most cost effective way.

6.4 Equalities / EIA

No equality impact assessment has been undertaken under the Equality Act 2010 as the recommendations in this report do not constitute a change in service or policy

6.5 Implications for (or impact on) the environment

Environmental issues arising from delivery of the strategy will be dealt with through the Social Value Policy and the Business Charter for Social Responsibility.

6.6 Implications for partner organisations?

Working with our partners, delivery of the procurement strategy encourages wise use of the Council's procurement power to help regenerate our local economy.

Report author(s):

Name and job title:

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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:				
Su Symonds	Governance Services Officer	Resources	13/11/13	13/11/13
Other members				
Names of approvers for submission: (officers and members)				
Legal: Clarissa Evans	Commercial Team manager	Resources	28/10/13	28/10/13
Finance: Barry Hastie	Assistant Director Financial Management	Resources	13/11/13	13/11/13
Director: Chris West	Executive Director	Resources	13/11/13	14/11/13
Member: Councillor Gannon	Cabinet Member		13/11/13	14/11/13

This report is published on the council's website:

www.coventry.gov.uk/meetings

Appendix 1

Summary of Commissioning & Procurement Savings

	2013/14				2014/15				2015/16			
	Savings Identified			Total Identified £000	Savings Identified			Total Identified £000	Savings Identified			Total Identified £000
	People	Resources	Place		People	Resources	Place		People	Resources	Place	
Savings identified	1,082	457	476	2,015	1,391	733	652	2,776	1,391	832	652	2,875
Target	1,175	426	399	2,000	2,937	1,066	997	5,000	4,699	1,706	1,595	8,000
Surplus/(Deficit)	-93	31	77	15	-1,546	-334	-345	-2,224	-3,308	-874	-943	-5,125
Other Procurement Savings	895	381	455	1,731	1,284	438	620	2,342	1,284	438	620	2,342
Total Savings Identified	1,977	838	931	3,746	2,675	1,170	1,272	5,117	2,675	1,270	1,272	5,217

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Coventry City Council

Briefing note

To Finance and Corporate Services Scrutiny Board (1)

25 November 2013

Subject: Development of a Social Value Policy

1 Purpose of the Note

- 1.1 This briefing note is intended to provide the Finance and Corporate Services Scrutiny Board (1) with an overview of Coventry's approach to social value.

2 Recommendations

- 2.1 Scrutiny Board 1 is recommended to:

- 1) Consider the content of the draft Policy;
- 2) Provide comments on the policy for consideration by the Cabinet Member.

3 Information/Background

- 3.1 The Public Services (Social Value) Act 2012 requires all public bodies in England and Wales to consider:
- how what is proposed to be procured might improve the economic, social and environmental wellbeing of the relevant area; and
 - how, in conducting the process of procurement, it might act with a view to securing that improvement. (However the Act makes it clear, that in order to remain in line with EU law this must be relevant and proportionate in respect of the proposed contract.)
- 3.2 The Act applies to all public services contracts and framework service agreements as defined by the Public Contracts Regulations (2006) i.e. those which are above the EU threshold (currently £173,934 over the life of the contract). This applies to contracts relating to services; joint services and works; and services and goods where the services element is the greater part of the overall contract.

By not complying with the Act, the Council can be challenged on the award of contracts by a failed bidder by way of judicial review.

4 Draft Social Value Policy

- 4.1 In order to comply with the Public Services (Social Value) Act 2012, the council has developed a draft Social Value Policy (attached as Appendix 1). The aim of this policy is to

set out how Coventry City Council will deliver social value through its commissioning and procurement activities and to set out the Council's priorities in relation to social value.

4.1.1 The policy defines social value as:

a process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the economy, whilst minimising damage to the environment

4.1.2 The Council's vision, values and priorities for the city are set out in its Council Plan, which provides the context for determining the Council's approach to social value. The draft policy outlines a draft set of outcomes, based on the draft Council Plan, that will allow the Council to consider the economic, social and environmental well-being of the city and its residents when commissioning and procuring goods and services.

4.2 Delivering Social Value

4.2.1 The opportunities to secure improvements to social, environmental or economic wellbeing will vary from service to service. The Policy therefore, proposes that consideration of social value will be built into the initial stages of the commissioning cycle – when reviewing service provision, conducting a needs analysis, consulting stakeholders and/or the marketplace, and specifying the services to be procured. This will offer more genuine opportunities to community and voluntary groups to become involved, whilst maintaining our focus on obtaining value for money.

4.2.2 Due to the wide range of services provided by the Council there can be no 'one size fits all' model. It is therefore proposed that service commissioners, in conjunction with their procurement lead, consider on a contract by contract basis the potential social value that could be delivered (with regard to the Council's social value outcomes) and the most appropriate procurement strategy to achieve these benefits. The Council's existing procurement processes will need to be adjusted to demonstrate that due consideration has been given to the Act's requirements.

4.3 The delivery of the Social Value Policy is the responsibility of Executive Director Resources, reporting to Cabinet Member Strategic Finance and Resources. All procurement decisions will be managed through the procurement processes, as set out in the Council's constitution.

5 Financial implications

5.1 There may be a number of financial implications associated with the implementation of the Public Services (Social Value) Act 2012, although it is not possible to quantify them at this stage.

5.2 Social value involves looking beyond the price of an individual contract towards the collective benefit to the community when the Council chooses to award a contract for services. Social value will allow commissioners to consider the additional benefits to the community, be they social, economic or environmental, which can come from a procurement process over and above the direct purchasing of the services - in this way social value represents good value for money.

6 Consultation

6.1 Consultation on the draft Social Value Policy started on 28th October and finishes on 20th December 2013. As part of the consultation, key stakeholders have been invited to comment on the draft policy. These key stakeholders include:

- Elected Members;
- Voluntary and Community Sector Partners;
- Chamber of Commerce;
- Federation of Small Businesses; and
- Internal stakeholders, such as commissioners and procurement officers.

6.2 In addition, a short online survey has been created asking for people's views on the draft policy. The survey can be accessed by using the following link:

<http://democraticservices.coventry.gov.uk/mgConsultationDisplay.aspx?ID=69>

7 Timescales

What	Who	When
Consultation on draft Social Value Policy	Internal and external stakeholders	28 th Oct – 20 th Dec 2013
	Scrutiny Board 1	
Amendments following consultation	Corporate Policy/Commissioning and Procurement	Dec 2013/Jan 2014
Approval of draft Social Value Policy	Cabinet Member	20 th January 2014
	Cabinet Briefing	28 th January 2014
	Cabinet	11 th February 2013

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DRAFT Social Value Policy

Coventry City Council

DRAFT

1 Purpose and Background

- 1.1 Coventry City Council is required to consider, before commencing the procurement process, how the economic, social and environmental well-being of the city may be improved through the procurement of its services as part of the Public Services (Social Value) Act 2012. The aim of the Act is not to alter the commissioning and procurement processes, but to ensure that, as part of these processes, councils give consideration to the wider impact of the services delivery. It allows a council, for example, to choose a supplier under a tendering process who not only provides the most economically advantageous service, but one which goes beyond the basic contract terms and secures wider benefits for the community.
- 1.2 The aim of this policy is to set out how Coventry City Council will deliver social value through its commissioning and procurement activities and to set out the Council's priorities in relation to social value. The Government issued guidance on social value in its Best Value Statutory Guidance in September 2011. This can be accessed at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/5945/1976926.pdf

2 Defining Social Value

- 2.1 The Act does not define what is meant by 'social value'. Therefore, the Council will adopt the definition of social value as set out by the Sustainable Procurement Taskforce. Social value is defined as:
a process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the economy, whilst minimising damage to the environment

3 Our Social Value Outcomes

- 3.1 The Council has developed a set of outcomes that will allow it to consider the economic, social and environmental well-being of the city and its residents when commissioning and procuring goods and services. These outcomes are based on the vision, values and priorities contained in the Council Plan (hyperlink to be inserted).
- 3.2 The Council procures a wide range of goods and services, and it is recognised that there can be no 'one size fits all' model. This policy will, therefore, need to be applied in a proportionate manner and be tailored to reflect the service or goods to be procured. It is the role of service commissioners and procurement leads to consider, on a contract by contract basis, the potential social value outcomes that could be delivered through the procurement process and the most appropriate procurement strategy to achieve these.
- 3.3 Where appropriate in its procurement activities, the council will specify social value outcomes that are proportionate and relevant to the specification of the service required and will evaluate tenders in accordance with those social value outcomes and the specification.
- 3.4 Applications to provide services from organisations should therefore *demonstrate* their ability to add economic, social and environmental value to the city above and beyond simply providing the tendered service and provide evidence which would contribute to the outcomes set out below.

Our Social Value Outcomes where relevant and proportionate



4 Scope

- 4.1 The Act applies to services contract and contracts which combine service with the purchase or hire of goods. However, the Council has for many years considered social, economic and environmental issues when procuring goods and services. Therefore, the Council will continue to encourage consideration of social value outcomes in all contracts above the EU threshold, where it can be evidenced that it is relevant to the subject matter of the contract.
- 4.2 For those contracts that fall below the EU threshold, the approach should be to maximise these outcomes where possible.
- 4.3 In order to ensure that the Council adheres to the Act and to EU law, the social value sought from a contract must be relevant and proportionate in respect of the proposed contract.

5 Consultation

- 5.1 In discharging its statutory duties, the Council is required to consider whether consultation should take place as part of the commissioning process, so as to allow the community and voluntary sectors to be more closely involved. Consultation should be considered as part of the process of looking at how a procurement might be offered for tender which would improve the area's economic, social and environmental well-being.

6 Implementation

- 6.1 The Council has also developed an Implementation Framework (attached at Appendix 1), which sets out the Council's approach to delivering its Social Value Policy. The Framework sets out how the Council will ensure that social value is embedded in its commissioning cycle, the governance arrangements in place to deliver social value and a set of indicators that will be used to consider the potential social value that could be delivered with regard to the Council's social value outcomes.

7 Responsibility

- 7.1 The delivery of the Social Value Policy is the responsibility of Executive Director Resources, reporting to Cabinet Member Strategic Finance and Resources. All procurement decisions will be managed through the procurement processes, as set out in the Council's constitution.

8 Monitoring and Review

- 8.1 The Social Value Policy will be monitored on an ongoing basis through reports on procurement to the Cabinet Member responsible for procurement.

Appendix 1: Implementation Framework

- 1 The Council will ensure that social value is delivered through a number of approaches:
 - 1.1 **Commissioning Cycle**
 - 1.1.1 The opportunities to secure improvements to social, environmental or economic wellbeing will vary from service to service. Consideration of social value is built into all the stages of the Council's commissioning cycle – when reviewing service provision; conducting a needs analysis; consulting stakeholders and/or the marketplace; and specifying the services to be procured. This offers more genuine opportunities to community and voluntary groups to become involved, whilst maintaining our focus on obtaining value for money. (hyperlink to Service Commissioning Checklist to be inserted)
 - 1.2 **Governance Arrangements**
 - 1.2.1 The Council will use its existing governance arrangements, through both its democratic governance, as set out in the Council's Constitution, and its Strategic Category Panels, in order to ensure scrutiny and control of procurement decisions so that the Council achieves social value, where appropriate.
 - 1.2.2 The Strategic Category Panels ensure that the Council achieves the best possible outcomes using the resources available, as efficiently as possible. By embedding social value into the Procurement Outline Document (POD), which is taken to Strategic Category Panels for approval, the Council will meet its obligations under the Public Services (Social Value) 2012 Act. In order to embed social value into our processes, the changes will be set out in the Rules for Contract document and associated policies to take effect as soon as possible.
 - 1.3 **Social Value Indicators**
 - 1.3.1 The Council has identified a set of indicators that can be used to measure and track the amount of social value delivered through contracting arrangements. When commissioning goods and services, commissioners and procurement leads must consider the indicators for inclusion into the award criteria or as a performance obligation, where appropriate. These indicators are not an exhaustive list, and commissioners and procurement leads may wish to consider additional indicators.

Social Value Indicators, where relevant and proportionate

Outcome		Indicators
Economic	<p>Create jobs for local people</p> <p>Progression towards paying a living wage to employees</p> <p>Support young people into apprenticeships</p> <p>Support local people to maximise their knowledge and skills and access employment opportunities</p> <p>Operate as, or work with, social enterprise partnerships via contracting or subcontracting of services</p> <p>Enhance Coventry's profile as a city that is open for business and secure inward investment</p>	<ul style="list-style-type: none"> No of new jobs created within the city Number of local people in employment within services commissioned No of suppliers paying a living wage No of businesses operating Apprenticeship schemes No of local people accessing apprenticeships within services commissioned No of training places No of local people supported to gain a qualification No of employees benefiting from L&D activities Level of qualifications achieved No of contracts with social enterprise partnerships Evidence that suppliers work with voluntary and community organisations via contracting/sub-contracting arrangements No of new investment projects Amount of new money invested in the city No of foreign owned businesses in the city New business registration rate
Social	<p>Promote equality and diversity in the provision of services and the way in which the service operates, including a workforce that is representative of the communities we serve</p> <p>Promote the safeguarding and welfare of children, young people and vulnerable adults</p>	<p>Indicators based on individual service requirements</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> <i>Service caters for the specific needs of users.</i> <i>Equality profile of service users</i> <p>Indicators based on individual service requirements</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> <i>Fewer children in LA care</i> <i>Reducing incidents of domestic violence</i>

Outcome	Indicators
Promote the health, wellbeing and independence of people and communities, including employees	<p>Indicators based on individual service requirements</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • <i>Reduce health inequalities in the city</i>
Provide opportunities all, including the most vulnerable, to make a valuable contribution	<p>Indicators based on individual service requirements</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • <i>Increase in volunteering</i>
Environmental	<ul style="list-style-type: none"> • Reduced carbon footprint of business
Reduce energy and fuel consumption in the provision of the service	<ul style="list-style-type: none"> • Certification to Environmental Management System Standard or equivalent
Effective and improved environmental performance	<ul style="list-style-type: none"> • Amount of waste sent to landfill • Recycling rates • Reduced packaging
Efficient use of resources by minimising waste	<ul style="list-style-type: none"> • Increased biodiversity • Amount of green space available
Promote initiatives which retain, protect, enhance and/or promote the character of Coventry's natural environment for the benefit of local wildlife and people	

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Finance Corporate and Services Scrutiny Board (1) Work Programme 2013/14

29 July 2013

abc Transformation Programme Progress Report
Income Generation Policy

2 September 2013

Money Matters
CLYP ABC Review

7 October 2013

Strategic Property Review and Council move to Friargate
Medium Term Financial Strategy

25 November 2013

Procurement Strategy
Social Value Policy

13 January 2014

Customer Journey
Update on CLYP ABC FSR Financial Position
Agency Workers and Interim Managers – 6 month performance report
Covert Employee Surveillance

3 March 2014

Strategic Property Review and Council move to Friargate

14 April 2014

TBC

Dates to be confirmed

ACL
Pension Fund
Electoral Registration
Business Services Review – progress report
Review of Bailiffs Guidelines
Progress update on Services to Schools
Legal Services Costs
and Income
Half yearly reports on agency workers/sickness absence
Half yearly report on Benefits Service
Half yearly report on Revenues Service

Finance and Corporate Services Scrutiny Board (1) Work Programme 2013/14

Page 28

Meeting	Work programme item	Lead officer	Brief Summary of the issue
29 July 2013	abc Transformation Programme Progress Report	Adrian West	To scrutinise progress on the abc Transformation Programme during 2012/13.
	Income Generation Policy		
2 September 2013	Money Matters	Barrie Hastie	To scrutinise the Money Matters review including the implementation of the new financial system.
	CLYP ABC Review	Andy Pepper/ Isabel Merrifield	To look at the review process, why delays have been made in making savings and whether lessons can be learnt from this review, regarding the methodology.
7 October 2013	Strategic Property Review and Council move to Friargate	Nigel Clews, Lisa Commane	The Strategic Property review and Council relocation to the Friargate development have significant implications for the Council's transformation journey and use of resources.
	Medium Term Financial Strategy	Paul Jennings	For the Scrutiny Board to comment on, and make recommendations about, the MTFS before it goes to Cabinet.
25 November 2013	Procurement Strategy	Liz Welton	To scrutinise the development and progress of the procurement strategy.
	Social Value Policy	Jenni Venn	To participate in the consultation on the Council's proposed Social Value Policy, which is due to go to Cabinet Member in January 2014.
13 January 2014	Customer Journey	Lisa Commane /Chris West /Belinda Black	To review vision and plans for Customer Journey programme under Kickstart.
	Update on CLYP ABC FSR Financial Position	Andy Pepper/ Isabel Merrifield	To provide the Board with an update on the financial position of the CLYP FSR, prior to the budget setting process.
	Agency Workers and Interim Managers – 6 month performance report	Jane Crawley	To review issues arising from the report into the use of agency workers and interim managers.
	Covert Employee Surveillance	Chris West	To look at the policy used by the Council regarding the covert surveillance of employees.
3 March 2014	Strategic Property Review and Council move to Friargate	Nigel Clews, Lisa Commane	To review progress on the Strategic Property Review and Council relocation to the Friargate development following discussion at the 7 th October Board meeting.
14 April 2014	TBC		

Finance and Corporate Services Scrutiny Board (1) Work Programme 2013/14

Meeting	Work programme item	Lead officer	Brief Summary of the issue
Dates to be confirmed	ACL	Chris West	Item to be scheduled at an appropriate time, following the judicial review.
	Pension Fund	Chris West	To scrutinise, at an appropriate time, changes to the pension fund.
	Electoral Registration	Liz Reed	To look at the number of registered voters for the 2014 elections and to consider the planned changes from 2015 when the Electoral Registration process is being changed from household registration to individual electoral registration in 2015. To also consider the sale of details from the electoral register.
	Business Services Review – progress report	Doran Pierce	SCRUCO looked at the evaluation report on 20th February 2013. This set out a series of recommendations which aimed to build the foundations of the future shape the service and assist in securing additional savings. It's recommended that scrutiny review progress is 6 months (August 2013).
	Review of Bailiffs Guidelines	Helen Harding	A review of the policy which provides guidelines to how Council appointed bailiffs deal with vulnerable people, and how the Council monitor how the guidelines are adhered to.
	Progress update on Services to Schools	David Haley	An update on progress on how services are becoming more commercial in marketing themselves to schools and also progress on full-cost recovering where this hasn't already happened. Report expected June/July 2013
	Legal Services Costs and Income	Christine Forde	To review opportunities to reduce external legal spend and increase income generation opportunities from the service.
Update reports – to be circulated with agendas for information only			
Date to be confirmed	Half yearly reports on agency workers/sickness absence	Sue Iannantuoni	A regular update on progress on reducing staff sickness and use of agency staff across the Council
	Half yearly report on Benefits Service	Tim Savill	A regular update on progress on performance in the benefits service.
	Half yearly report on Revenues Service	Jan Evans	A regular update on progress on performance in the revenues service.

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