

Council (Annual)

Thursday 18 May 2023

Confirmation of Cabinet and Committee Recommendations and relevant Originating Background Papers

Item on Summons	Cabinet / Committee Recommendation	Originating Report
	Recommendation I: Cabinet (16 March 2023)	
14.	Cabinet and Member Engagement in the Commissioning and Procurement Programme	Report of Director of Finance and Assurance (Pages 3 - 62)
	Recommendation I: Overview and Scrutiny Committee (18 April 2023)	
15.	Scrutiny Annual Report 2022-23	Report of Interim Assistant Director, Strategy and Partnerships (Pages 63 - 82)

This page is intentionally left blank

Report for: Cabinet

Date of Meeting:	16 th March 2023
Subject:	Cabinet and Member Engagement in the Commissioning and Procurement Programme
Key Decision:	Yes - the procurement programme will have an effect on all wards across the borough and therefore is deemed to fall within the parameters of a key decision
Responsible Officer:	Dawn Calvert - Director of Finance & Assurance
Portfolio Holder:	Councillor David Ashton - Portfolio Holder for Finance and Human Resources
Exempt:	No
Decision subject to Call-in:	Yes
Wards affected:	All
Enclosures:	Appendix 1 - Contract Procedure Rules Revision 2023 Appendix 2 - Procurement Programme (£100,000 and above) Pipeline April 2023-March 2024 Appendix 3 - Contracts awarded (£100,000 and above) in the period January 2022 to end of December 2022

Section 1 – Summary and Recommendations

This report sets out and seeks approval of the new approach to engagement and consultation with Cabinet in the council's commissioning and procurement process. Secondly, it seeks amendments to the Contract Procedure Rules to incorporate as mandatory the proposed approach set out in this report along with a number of other revisions to the Contract Procedure Rules. Finally, this report sets out the procurement programme for all values over £100,000 for the period April 2023 to March 2024 and all contracts awarded over £100k in the period January 2022 to end of December 2022.

Recommendations:

Cabinet is requested to:

1. Recommend to full Council to approve the amendments to the Contract Procedure Rules as set out in Appendix 1.
2. Delegate the on-going updating of the annual procurement programme to the Director of Finance & Assurance in consultation with the Portfolio Holder for Finance and Human Resources and note that a procurement programme will be reported to cabinet annually.
3. Note the procurement programme for all procurement with an aggregate value of over £100,000 for the period April 2023 to March 2024. Appendix 2
4. Note all the contracts awarded over £100,000 during the period January 2022 to the end of December 2022. Appendix 3
5. Note that the annual review of low value procurement activity up to £100,000 will be undertaken by the Head of Procurement in consultation with the Portfolio Holder for Finance and Human Resources.

Reason: (for recommendations)

To provide Cabinet with full oversight of the delivery of the procurement programme for the period January 2022 to end of December 2022,

Furthermore, to ensure that Cabinet has an early opportunity to see the planned procurement programme over £100,000 for the period April 2023 to March 2024 and to allow for early engagement of respective portfolio holders in each of the procurements under the programme over £500,000.

Finally, and to assure close communication and engagement with Cabinet and Portfolio Holders at all values of procurement, recommendation 5 is intended to offer assurance to Cabinet robust local authority governance and probity is in place in all procurement under £100,000.

Section 2 – Report

Introductory paragraph

The Council has an extensive annual procurement programme through which it contractually engages with third party organisations to provide works, goods, and services for the Council. Therefore, the Council has an important responsibility to ensure that the works, goods, and services are commissioned in line with the Council's vision of delivering a well-run council that provides value for money and puts residents first and at the heart of everything we do.

Options considered

The two options considered for this report were:

- A. To continue to present Cabinet with individual reports over the year seeking approval to commence procurement for a specific contract without any engagement of portfolio holders in the planning and design of the commissioning and procurement and without cabinet having the opportunity to review and input into the tender documents as part of the cabinet reporting process.

OR

- B. To provide Cabinet with full and early details of the procurement programme for everything over £100,000 for the period April 2023 to March 2024, and to subsequently engage and consult in the planning and design pre procurement stage with portfolio holders and Cabinet on individual procurement projects over £500,000.

Option B was the preferred option to ensure Cabinet has further to their responsibilities valuable oversight and involvement in the delivery of the procurement programme and to allow for informed and strategic decision making at Cabinet and within and across directorates.

Background

During 2022-2023 the Council to date has spent c.£271m on procurement of its goods and services. These are payments made in this financial year to third party organisations with whom we have procured. Harrow Council, like most councils, is a commissioning organisation. Nearly all of the services that the Council delivers are through contracting with private and voluntary sector organisations to deliver on our behalf.

Therefore, the process and disciplines of strategic commissioning, procurement and contract management plays a pivotal role in ensuring the Council is buying the right things, at the right volumes, at the right price, in a strategically planned, well managed and timely manner, and that this is done in full compliance with The Public Contracts Regulations 2015, the Council's Contract Procedure Rules and current best professional practice in procurement.

It is also important to note the global economic and political volatility, uncertainty, complexity, and ambiguity that will be with us for the foreseeable future. Which has a significant impact on Council commissioning and procurement.

The political, economic, social, legal, and environmental issues experienced in 2022 will continue to have an impact on public procurement in 2023. They are expected to include:

- High inflation
- Interest rate rises
- Energy price increases
- Cost-of-living pressures on consumers
- Supply chain prices rising due to Brexit, Russian invasion of Ukraine, and market volatility.
- The Procurement Bill expected to become law by the end of 2023 and replace the Public Contracts Regulations

Current situation

In the period January 2022 to end of December 2022 56 contracts over £100k were awarded and entered into by the Council as per the table below. The figure of £78,650,313 in the table below is the total contract value of the 56 contracts awarded. Contract payment will be across many future years.

Directorate	Contracts awarded January 2022 to December 2022	Total Value of all contracts awarded
People	7	£8,337,813
Place	32	£61,368,450
Resources	17	£8,944,050
Total	56	£78,650,313

The detail behind each of the above awards is attached in Appendix 3.

The current governance process requires officers to seek approval from Cabinet to commence any procurement exercise over £500,000. The approval process however does not require comprehensive engagement and consultation with portfolio holders in the development of the scope of work, service or goods specifications, procurement strategy and other associated documents that together are referred to as the tender documents. The tender documents are developed by officers before and after approval to commence procurement has been granted by Cabinet. Engagement and communication about the commissioning and procurement is undertaken with portfolio holders but there is no approval by Cabinet of the tender documents.

Why a change is needed

The reporting of the procurement programme to Cabinet at the start of each calendar year will ensure that Cabinet is sighted on all procurement activity and that it is transparent. This approach will lead to commissioning and procurement that wholly engages portfolio holders and Cabinet in the procurement programme and ensures that they are involved, particularly in the design and planning of services, so that they can contribute to achieving the very best outcomes for our residents.

The proposed changes also reflect that:

- Cabinet oversees the council vision and strategic priorities and must be satisfied that the procurement and commercial arrangements for their delivery are robust.
- Cabinet makes key decisions on behalf of the Council in relation to the procurement process, particularly in regard to major projects, and therefore has an important role in maintaining oversight of the performance of key contracts, and agreeing corrective action where necessary
- When fully engaged with procurement processes and commercial matters, the quality of associated Cabinet decision-making is therefore better, and oversight and accountability are improved.
- Engagement of the Cabinet also leads to better project delivery and better outcomes for the local community which is important in the delivery of the vision of a well-run Council providing value for money and putting residents first.

The procurement programme for the period April 2023 to March 2024 is detailed in Appendix 2. Below is a summary.

Directorate	No of projects on the Procurement Pipeline over £100,000 (April 2023-March 2024)	Budgeted Total Contract Value (includes initial term and any extension options)
People	9	£50,361,549
Place	44	£95,240,468
Resources	21	£109,468,286
Total	74	£255,070,303

Low value procurements below the reporting process

The Contract Procedure Rules require quotations for all procurement below £100,000. This process also seeks to engage and contract with local SME/VCS providers of services by encouraging officers to seek a minimum of 1 quotation from a local provider. The procurement of works, goods and services below £100,000 are not subject to the Public Contracts Regulations 2015 and there is a high degree of flexibility in the way we undertake the engagement of suppliers at these low values.

The procurement team does not support this process, and it is incumbent on the procuring officer to comply with the Contract Procedure Rules. However, there are controls within the Council's main accounting system Microsoft D365 that require the quotations that have been received to be attached to the requisition. This comes through to the procurement team by a system called 'Describe what you need' for review and approval.

The procurement team as per recommendation number 5 will undertake an annual check on all expenditure that fall under the £100,00 threshold in consultation with the Portfolio Holder for Finance and Human Resources to ensure compliance and value for money.

What will the Change look like?

The required change is simple but significant and is that closer consultation and engagement of Portfolio Holders in the commissioning and procurement process that are proposed in this report, particularly in the areas of design and planning of services, will enhance the opportunity to deliver better outcomes across all procurement and commercial activity.

The approval to commence a procurement process from Cabinet for each procurement project and oversight of the associated tender documents will create a holistic and effective partnership of delivering the procurement programme and will support the Council vision of putting residents first and demonstrating value for money.

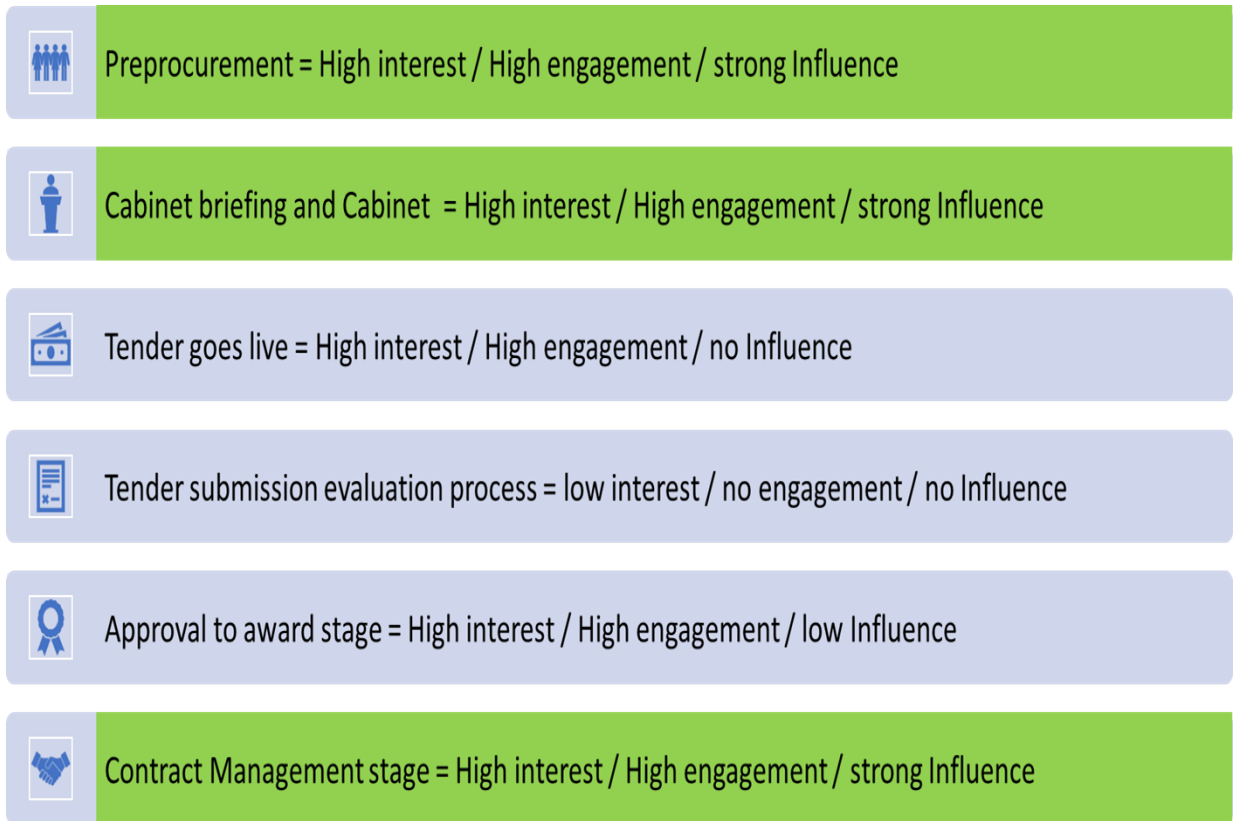
How will this work ‘on the ground?’

At the point of project initiation officers will begin their consultation, communication, and engagement with the portfolio holder on the work being undertaken to design the key tender documents. They include the specification/scope of works, the selection and evaluation questions that will be asked of tendering organisations and the respective score weighting attributed to the questions, the procurement options and the preferred option, the financial issues such as the budget and how the markets will be asked to provide their financial bids. The service area portfolio holder and any other portfolio holder that is identified as a stakeholder in the procurement will be engaged in the pre-procurement process where their influence will be significant and high.

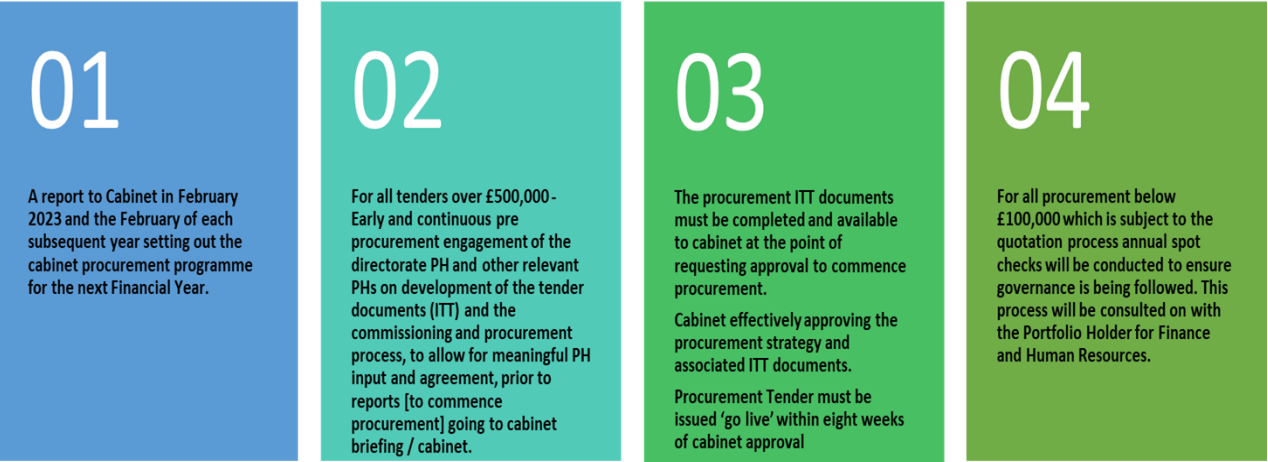
Engagement and consultation with portfolio holders and cabinet may include:

- preliminary market consultation
- the specification/scope of works,
- the questions that bidders will be asked, and the respective score weighting attributed to the questions
- the price/quality split / the evaluation criteria
- the procurement options and the preferred option,
- the financial issues such as the budget and how the markets will be asked to provide their financial bids.

The table below shows the stages in the procurement process where portfolio and Cabinet interest, engagement and influence will be at its highest.



The diagram below is a summary of the proposed changes to deliver Cabinet and Portfolio Holder engagement in procurement.



Implications of the Recommendation

There are no implications associated with the recommendations from a resources or financial perspective. The change to the new approach of engaging and consulting portfolio holders and Cabinet on the procurement programme will primarily require a change to working practice. Officers involved in the commissioning and procurement processes must now ensure portfolio holder engagement in the development of the tender documents and then final inclusion of the tender documents as a background document for approval with the Cabinet report seeking approval to commence procurement. The tender documents may have to be considered as Part 2 papers in the Cabinet report

as they will contain financial information that should only be visible to the market when the procurement process goes live.

Given the significant involvement of portfolio holders in the procurement process, a further key implication will be to ensure portfolio holders are trained in procurement and the training incorporates confidentiality, non-disclosure and declaration of interest requirements as these are additional risks of the new arrangements proposed in this report.

Risk Management Implications

Risks included on corporate or directorate risk register? **No**

Separate risk register in place? **No**: A risk register will be created for each procurement under the procurement programme

The relevant risks contained in the register are attached/summarised below.
N/A

The following key risks should be considered when agreeing the recommendations in this report:

Risk Description	Mitigations	RAG Status
The Council fails to take appropriate measures to effectively prevent, identify and remedy any conflicts of interest arising with members in the conduct of procurement procedures, including conflicts of interest between duties and responsibilities of Portfolio Holders and members at the strategic level and at operational levels of procurement	<ul style="list-style-type: none"> ▪ We will require Cabinet members to sign a declaration of confidentiality and non-disclosure on an annual basis. ▪ Additionally, we will require a further individual procurement-specific declaration of any conflict of interest from Portfolio Holder or members relating to each procurement Portfolio Holders or Members are involved in or contributing to at the operational level ▪ Training given to Portfolio Holders and members and will specifically cover the area of Conflict of Interest and how to comply with The Public Contracts Regulations 2015 (PCR) and the Council's Contract 	Amber

Risk Description	Mitigations	RAG Status
	<p>Procedure Rules and Financial Regulations</p>	
<p>Portfolio Holders could, based on their relative lack of experience and expertise in procurement, and also on their knowledge of the tender documents, give advance notice or otherwise disclose tender requirements to tenderers, in such a way as to give these tenderers an unfair advantage over other tenderers</p>	<ul style="list-style-type: none"> ▪ We will require Cabinet members to sign a declaration of confidentiality and non-disclosure on an annual basis. ▪ Where necessary, the ITT will be a Part 2 document of the Cabinet report thereby making it confidential and not visible to tenders until the tender goes live 	<p>Amber</p>
<p>Officers not adopting the new approach leading to non-compliance with the Contract Procedure Rules</p>	<ul style="list-style-type: none"> ▪ Recommendation 1 is seeking approval to amend the Contract Procedure Rules to ensure and embed the new approach so that it is seen as mandatory and not desirable ▪ Over 250 officers from across the Council have been trained between November 2022 and the end of January 2023 on the procurement rules including the new arrangement on member involvement. ▪ Procurement boards in each directorate will ensure compliance with the new requirements. ▪ Annual spot review of compliance. 	<p>Green</p>

Risk Description	Mitigations	RAG Status
Delays in tendering timetables.	<ul style="list-style-type: none"> ▪ The visibility of the procurement programme to Cabinet and the new approach adopted should not create any delays as there is no change to the process other than having the tender documents ready for Cabinet to approve. 	Green
Portfolio Holders do not have the technical skills and expertise in the commissioning and procurement process to engage meaningfully at the operational level.	<ul style="list-style-type: none"> ▪ Portfolio holders have been engaged and consulted on the development of tender documents and have demonstrated how useful their input is to the process. ▪ The CPRs and a procurement FAQ document has been circulated to Cabinet members to support their development and understanding of the procurement / tendering process. ▪ Training in procurement will be given to members in the spring of 2023 enhancing knowledge of the commissioning and procurement process and to develop their expertise 	Amber
Involvement in the procurement programme is too resource intensive for portfolio holders.	<ul style="list-style-type: none"> ▪ Cabinet have agreed to undertake pilots where each directorate will identify tenders to pilot, and the pilot process will be used to learn lesson and modify the process as necessary 	Amber
Where approval is being sought from cabinet for a programme of procurement, delegated authority is not given to the Corporate Director in	<ul style="list-style-type: none"> ▪ The principle of this delegation is stated throughout the Council's Contract Procedure Rules (and specifically at Section 3.5) and is 	Green

Risk Description	Mitigations	RAG Status
consultation with the Director of Finance and Assurance (S151 Officer) and also the Portfolio Holder responsible for the programme to commence each procurement and to award all contracts under the programme	required practice and is utilized to ensure the lean and efficient delivery of procurement projects and programmes	
Cabinet reports seeking approval for a procurement for the acquisition of works, goods or services are not accompanied by the tender documents and a recommendation seeking approval of the tender documents	<ul style="list-style-type: none"> ▪ It will be a requirement of the Contract Procedure Rules to have the relevant tender documents appended to the cabinet report as a background paper (see also Recommendation 1 above) 	Green
Procurement commences later than the 8-week period with no prior approval for an extension of the 8-week period	<ul style="list-style-type: none"> ▪ The requirement for this approval will be in the Contract Procedure Rules (see Recommendation 1 above) ▪ Where delays are experienced, those officers given delegated authority to make awards must be kept informed further to Contract Procedure Rules 	Green
All commencement and award approvals do not follow the procurement gateway process.	<ul style="list-style-type: none"> ▪ All commencement and award approval are strictly governed by the Contract Procedure Rules and the Financial Regulations which outline the procurement reporting process and the scheme of delegation, and any non-compliance is a fundamental breach of these rules 	Green
The procurement team fail to undertake an annual check on all expenditure falling under the £100,000 limit to ensure compliance and value for money have been achieved.	<ul style="list-style-type: none"> ▪ The annual check will become part of our business-as-usual approach to procurement and the requirement to undertake the check will 	Green

Risk Description	Mitigations	RAG Status
	<p>be included in our annual service plan.</p> <ul style="list-style-type: none"> ▪ As the check is included in our service plan the annual check will also be cascaded down to staff work plans 	

Procurement Implications

There are no direct or immediate procurement implications insofar as they relate to the Public Contracts Regulations 2015 arising from the recommendations set out at the beginning of this report. However, all tendering projects and procurement awards resulting from the procurement programme included in this report under Appendix 1 will be undertaken only after the requisite internal governance approvals have been received. All procurement activity must be compliant with the Public Contracts Regulations 2015, the Council's Contract Procedure Rules and Financial Regulations.

The impact of the recommendations will be a change in working practices for those involved in the delivery of the procurement programme. Officers engaged in the development of the component parts that together make up the tender documents will need to ensure that engagement of portfolio holders is at its highest in the design and development pre-procurement phase.

All communication should be through approved formal channels set up for the procurement.

Secondly, all reports that Cabinet need to approve in the procurement programme will have the procurement implications set out for the specific tendering project as well as a new standard recommendation as per the guidance as follows:

Officers when submitting cabinet reports are requested to use the following form of words:

Cabinet is recommended to:

- approve the commencement of a procurement process for the provision of X. The term of any future contract award following a competitive and compliant procurement exercise will be Y years plus an additional Z years extension option.
- approve the tender documents.
- delegate authority to the Corporate Director for X, in consultation with the Portfolio Holder responsible for the Service, to make any changes required to the tender documents following approval.

- delegate authority to the Corporate Director for X in consultation with the Director of Finance, the Portfolio Holder for the Service and the Portfolio Holder for Finance and Human Resources to award the contract.

Legal Implications

All council procurement must be carried out fairly and transparently and where relevant in compliance with The Public Contracts Regulations 2015 (PCR) and the council's Contract Procedure Rules and Financial Regulations.

Members can engage with and influence the procurement process but, like officers, must comply with the procurement principles set out in the PCR. These are to treat economic operators equally and without discrimination and to act in a transparent and proportionate manner. They must not seek to design the procurement with the intention of unduly favouring or disadvantaging certain economic operators.

Confidentiality must be appropriately maintained at all times

The council must take appropriate measures to effectively prevent, identify and remedy conflicts of interest arising in the conduct of procurement procedures so as to avoid any distortion of competition and to ensure equal treatment of all economic operators. For these purposes, the concept of conflicts of interest shall at least cover any situation where relevant staff members or councillors have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Contracts must be awarded to the most economically advantageous tender as determined by applying the published selection and evaluation criteria to the tender fairly, transparently, and in a non-discriminatory way.

Selection criteria may relate to:

- (a) suitability to pursue a professional activity
- (b) economic and financial standing
- (c) technical and professional ability

Contract award criteria must be linked to the subject-matter of the contract.

The council must specify, in the tender documents, the relative weighting which it gives to each of the criteria chosen to determine the most economically advantageous tender, except where this is identified on the basis of price alone.

Financial Implications

There are no financial implications arising from the recommendations set out at the beginning of this report. The procurement governance process requires, as mandatory, finance to approve availability of budgets prior to a tender process proceeding or an award of contract being made.

The Financial Regulations currently delegate the power to award contracts as set out below:

Delegation	Award of Contract (Total Value over life of Contract)	Counter signature (*)
Cabinet	Over £500,000	
Head of Paid Service OR Chief Financial Officer	£250,000 to £499,999	Portfolio Holder for Finance and Human Resources
Corporate Director / Director of Finance	£100,000 to £249,999	
Director (D grades)	£50,000 to £99,999	
'M' grades	£25,000 to £49,999	
'G9 to G11' grades	£0 to £24,999	

Financial due diligence is also undertaken on all companies we intend to contract with to ensure they have the financial strength to deliver the contract.

Equalities implications / Public Sector Equality Duty

An Equalities Impact Assessment is not required for the recommendations set out in this report. An equalities impact assessment will be undertaken for procurements that are part of the programme of procurement detailed in this report.

Section 3 - Statutory Officer Clearance

Statutory Officer: Dawn Calvert

Signed by the Chief Financial Officer

Date: 23 February 2023

Statutory Officer: Stephen Dorrian

Signed on behalf of the Monitoring Officer

Date: 15 February 2023

Chief Officer: Dawn Calvert

Signed on behalf of the Chief Executive

Date: 23 February 2023

Head of Procurement: Nimesh Mehta

Signed by the Head of Procurement

Date: 23 February 2023

Head of Internal Audit: Neale Burns

Signed on behalf of the Head of Internal Audit

Date: 1 March 2023

Mandatory Checks

Ward Councillors notified: NO

EqIA carried out: NO

An Equalities Impact Assessment is not required for the recommendations set out in this report. An equalities impact assessment will be required for procurements that are in scope of the recommendations of this report.

EqIA cleared by: N/A

Section 4 - Contact Details and Background Papers

Contact: Nimesh Mehta, Head of Procurement, Tel. 07949 054 739, Email: Nimesh.Mehta@harrow.gov.uk

**Call-in waived by the Chair of Overview and Scrutiny Committee
- NO**

This page is intentionally left blank

Contract Procedure Rules

February 2023

TABLE OF CONTENTS	Page
Table 1 – Authorisation and Acceptance Thresholds	3
Table 2 – Waiver Approval Process	7
1. Preamble	9
2. Introduction	9
3. Application	10
4. Scope	11
5. Roles and Responsibilities	12
6. Authorisation	14
7. Procurement Method	15
8. Information Governance	16
9. Acceptance	16
10. Contract Signing and Sealing	17
11. Contract Management	17
12. Extensions and Variations	17
13. Waivers	19
14. Procurement Governance: Cabinet and Member Engagement	22
Definitions and Interpretation	23

Table 1: Authorisation and Acceptance Thresholds

Total Spend/Aggregate Contract Value (including VAT)	Procurement Process	Documentation Required	Authorisation under Scheme of Delegation for Award of Contract
<p>Low Value non-recurring spend up to £1,500</p> <p>Upper Limit for Petty Cash and cheques is £250</p>	<p>Procurement Cards should be used in accordance with the Procurement Card policy.</p> <p>In accordance with the Petty Cash and Cheque policy.</p>	<p>Receipts must be kept as evidence of purchase.</p>	<p>Not Applicable</p>
<p>REQUEST FOR QUOTATION</p> <p>£0-£49,999</p>	<p>Minimum 1 Quotation required for purchases up to £4,999 which must be from a Local Business</p> <p>Minimum 3 Quotations required for purchases between £5,000 up to £49,999 of which at least 1 must be from a Local Business</p> <p>Please note that you must include VAT in the value before determining your procurement route</p>	<p>Quotation must be attached to the requisition in D365</p> <p>Mosaic – manual copies of Quotations / Contracts must be kept on file.</p> <p>As a minimum the council's Very Low Value Terms and Conditions of Contract must be issued with the purchase order.</p>	<p>Grade 9 – Grade 11 For purchases up to £24,999</p> <p>Management Grade For purchases from £25,000 to £49,999</p>
<p>TENDER PROCESS</p> <p>£50,000 – £99,999</p>	<p>Procurement can be consulted.</p> <p>Please note that you must include VAT in the value before determining your procurement route</p> <p>Minimum 3 proportionate tenders required from suitable Suppliers. At least 1 must be from a Local Business.</p>	<p>A written Contract must be signed by the Council and the Supplier.</p> <p>No Selection Questionnaire (SQ) Required: Suitability Assessment Questions only</p>	<p>Director Grade</p>

21

<p>TENDER PROCESS</p> <p>PROCUREMENT INVOLVEMENT IS MANDATORY</p> <p>£100,000 - £249,000</p>	<p>Please note that you must include VAT in the value before determining your procurement route</p> <p>Authority to procure must be obtained <u>prior to any tender activity commencing by completing a Procurement Gateway 1 report. The Directorate Procurement Board must be consulted on the report before obtaining approval from the relevant Director exercising their delegated powers.</u> by the relevant Director exercising their delegated powers and completing a Procurement Gateway 1 report and consulting the Directorate Procurement Board on seeking clearance - this report from the Directorate Procurement Board prior to any tender activity commencing.</p> <p><u>The procurement Mm</u> must be advertised and tendered via the London Tenders Portal and Contracts Finder.</p> <p>Procurement of supplies, services and works over the current Financial Thresholds* requires a UK Notice and advertising.</p> <p><u>Authority to award must be obtained prior to any supplier being given a contract, by completing a Procurement Gateway 2 report. The Directorate Procurement Board must be consulted on the report before obtaining approval from the relevant Director exercising their delegated powers. When required Standstill Period must be observed prior to award of Contract.</u></p> <p>Approval to award must be obtained by the relevant Director exercising their delegated powers and completing a Procurement Gateway 2 award report and consulting seeking clearance from the Directorate Procurement Board on this report. and subsequently signed approval from the relevant Scheme of Delegation signatories. When required Standstill Period must be observed prior to award of Contract.</p>	<p><u>Procurement Gateway 1 report – Authority to Procure</u></p> <p>UK Notice to be Published (if applicable) and Contracts Finder advert</p> <p>SQ only required for procurement above Financial Thresholds</p> <p>Invitation to Tender documents which will include Terms and Conditions of Contract; Service Specification; Method Statement Questions; Pricing Document; Information to Tenderers including clear evaluation criteria and sub criteria.</p> <p><u>Procurement Gateway 2 – Award Report</u></p> <p>UK Notice to be Published on FTS (if applicable) and Contracts Finder Contract Notice and Contract Award Notice</p> <p>The Council’s Terms and Conditions of Contract must be approved and sealed by the Director of Legal and Governance Services.</p> <p>The master signed and sealed copies must be sent to the Corporate Procurement Team. A master copy will then be sent to the Supplier and one master retained by the Corporate Procurement Team,</p>	<p>Corporate Director Grade</p>
--	---	--	---------------------------------

|

Total Spend/Aggregate Contract Value	Procurement Process	Documentation Required	Authorisation under Scheme of Delegation for Award of Contract
---	----------------------------	-------------------------------	---

23

24

<p>TENDER PROCESS</p> <p>PROCUREMENT INVOLVEMENT IS MANDATORY</p> <p>£250,000 - £499,999</p>	<p>Please note that you must include VAT in the value before determining your procurement route</p> <p>The Directorate Portfolio Holder and the Portfolio Holder with responsibility for Finance and <u>Human</u> Resources must be consulted at the pre procurement planning stage. <u>[See Section 14]</u></p> <p><u>Authority to procure must be obtained prior to any tender activity commencing by completing a Procurement Gateway 1 report. The Directorate Procurement Board must be consulted on the report before obtaining approval from the relevant Director exercising their delegated powers.</u></p> <p>Approval to procure should be obtained by completing the relevant director exercising their delegated powers and completing a Procurement Gateway 1 report and consulting seeking clearance from the Directorate Procurement Board prior to any tender activity commencing.</p> <p>Must be advertised and tendered via the London Tenders Portal and Contracts Finder.</p> <p>Procurement of supplies, services, and works over the current Financial Thresholds and requires a UK Notice and advertising.</p> <p><u>Authority to award must be obtained prior to any supplier being given a contract, by completing a Procurement Gateway 2 report. The Directorate Procurement Board must be consulted on the report before obtaining approval from the relevant Director exercising their delegated powers. When required Standstill Period must be observed prior to award of Contract.</u></p> <p>Approval to award must be obtained by the relevant director exercising their delegated powers and completing a Procurement</p>	<p><u>Procurement Gateway 1 – Authority to Procure</u></p> <p>UK Notice to be Published on FTS (if applicable) and Contract Finder advert (if applicable)</p> <p>SQ required.</p> <p>Invitation to Tender documents which will include: Terms and Conditions of Contract; Service Specification; Method Statement questions; Pricing document; Information to Tenderers including clear evaluation criteria and sub criteria.</p> <p><u>Procurement Gateway 2 – Award Report</u></p> <p>UK Notice to be Published on FTS (if applicable) and Contracts Finder Contract Notice and Contract Award Notice</p> <p>The Council's High Value Terms and Conditions of Contract must be approved and sealed by the Director of Legal and Governance Services.</p> <p>The master signed and sealed copies of Contract must be sent to the Corporate Procurement Team. One master copy will then be sent to the Supplier, and one retained by the Corporate Procurement Team.</p> <p>Page 6 of 34</p>	<p>Portfolio Holder with responsibility for Finance and Resources.</p> <p>ONE OF THE FOLLOWING:</p> <p>Chief Executive</p> <p>Director of Finance</p> <p><u>Counter Signature</u></p> <p><u>Portfolio Holder with responsibility for Finance and Human Resources.</u></p>
--	--	--	--

26

Total Spend/Aggregate Contract Value	Procurement Process	Documentation Required	Authorisation under Scheme of Delegation for Award of
<p>TENDER PROCESS</p> <p>PROCUREMENT INVOLVEMENT IS MANDATORY</p> <p>£500,000+ and all Key Decisions</p>	<p>Please note that you must include VAT in the value before determining your procurement route</p> <p>The Portfolio Holder with responsibility for Finance and <u>Human</u> Resources must be consulted at the pre procurement planning stage. [See Section 14]</p> <p>Directorate Portfolio Holder must be consulted throughout the commissioning planning and procurement phase of the project. [See Section 14]</p> <p>Approval to procure should be obtained by completing a cabinet report and having a Cabinet decision prior to any tender activity commencing.</p> <p>Must be advertised and tendered via the London Tenders Portal and Contracts Finder.</p> <p>Procurement of supplies, services and works over the current Financial Thresholds requires a UK Notice and advertising.</p> <p>Approval to award must be obtained by a Cabinet decision to make an award of Contract.</p> <p>When required Standstill Period must be observed prior to award of Contract.</p>	<p>The Procurement must be recorded on the Key Decisions Forward Plan. Cabinet authority Report – Seeking mandate to commence procurement must be obtained. This report must be cleared by the Portfolio Holder for the service and the Portfolio Holder for Finance and Human Resources before it is submitted to Cabinet for approval.</p> <p>UK Notice to be Published on FTS (if applicable) and Contracts Finder Advert. An SQ is required.</p> <p>Invitation to Tender Documents which will include: Terms and Conditions of Contract; Service Specification; Method Statement Questions; Pricing Document; Information to Tenderers including clear evaluation criteria and sub criteria.</p> <p>The Cabinet report seeking approval to award a Contract. This report must be cleared by the Portfolio Holder for the service and the Portfolio Holder for Finance and <u>Human</u> Resources before it is submitted to Cabinet for approval.</p> <p>Where delegated authority to award is being requested then the delegations requested must be as set out in the next column. has been obtained, this should be documented via a Gateway 2 award report must be writtend where delegated authority to award exists.- must be cleared by the delegated authorities as approved by Cabinet.</p> <p>UK Notice to be Published (if applicable) and Contracts Finder Contract Notice and Contract Award Notice</p> <p>The Council's High Value Terms and Conditions of Contract must be approved and sealed by the Director of Legal and Governance Services. The master signed and sealed copies of Contract must be sent to the Corporate Procurement Team. One master copy will then be sent to the Supplier, and one retained by the Corporate Procurement Team.</p>	<p>Cabinet</p> <p>When delegated authority to award has been approved by Cabinet then the Corporate Director responsible for the contract that has been given the delegation to award must do so in consultation with the PH for the service area and the PH for Finance and Human Resources</p>

Table 2: Waiver Approval Process

Waiver Value	Documents required for waiver approval	Waiver approval
£25,000 - 99,999	<p>Please complete the online waiver form well in advance of when you wish to engage the Supplier. The waiver form can be accessed via the Hub. Please see link below:</p> <p>Waivers</p> <p>Waiver requests for the same Supplier and service after the first that results in the aggregate value of the waiver going over £100,000 will need to follow the waiver approval process in the band below.</p>	<p>1) Divisional Director; and</p> <p>2) Head of Procurement or Procurement Business Partner from the Corporate Procurement Team</p>
Over £100,000	<p><u>Authority to award must be obtained prior to any supplier being given a contract, by completing a Procurement Gateway 2 report. The Directorate Procurement Board must be consulted on the report before obtaining approval from the relevant Director exercising their delegated powers.</u></p> <p>Waiver requests for the same provider and service that results in the aggregate value of the waivers going over £500,000 will need to follow the waiver approval process in the band below.</p>	<p>£100,000>£249,000 Corporate Director</p> <p>£250,000>£499,999 CEO or Director of Finance and the Portfolio Holder with responsibility for Finance and <u>Human</u> Resources</p>
Over £500,000	Cabinet report– Seeking mandate to award through waiver – must consult the Directorate Procurement Board prior to Cabinet submission for approval as a Key Decision.	Cabinet
<p>Please note: Where a waiver is necessary because of an unforeseeable emergency involving immediate risk to persons, property or serious disruption to Council services, a corporate director may authorise the recommendations of the waiver immediately. Where a Procurement Gateway 2 award report documenting the exercise of delegated powers or a Cabinet report is required this should subsequently be submitted to the relevant Procurement Board and/or Cabinet for noting. Decisions over the Key Decision threshold will need to be decided via the Leader acting as urgent Cabinet.</p> <p>Waivers from compliance with Public Contracts Regulations 2015 cannot be granted.</p>		

Key Requirements:

*To find Local Businesses in Harrow, please follow this link to access the Harrow Business Directory.

[Local Business Directory](#)

- No commitment must be given to a Supplier for Supplies or Services prior to a Purchase Order being raised. Please see 5.13 of these CPRs.
- Financial disaggregation of Estimated Procurement Value to avoid compliance with these and the Public Contracts Regulations 2015 is prohibited.
- Contracts, whether income or expenditure, should be captured on the Council's Contracts Register as required by the Transparency Code.
- Equality Impact Assessments must be carried out where there could be equalities implications.
- For the procurement of Care Spot Placements: People Services Directorate please see 6.8 of these CPRs.
- Contract awards under the rules of a Framework Agreement only require a Cabinet report or Gateway 2 report for approval of award recommendations.

The Financial Threshold above which the Public Contracts Regulations must be applied are.

£213,447 (Inc VAT) Supplies and Services

£663,540 (Inc VAT) Light Touch Services

£5,336,937 (Inc VAT) Works and Concessions

Contract Variation or Extension Acceptance**Extensions and Variations****Below Financial Threshold**

- If no significant change in scope and costs are within 10% of Contract value - extend with relevant Budget Holder approval
- If costs are above 10% of Contract Value - a waiver approval will be required.

Above Financial Threshold

- If no significant change in scope and costs are within 10% of the Estimated Procurement Value - extend with approval of relevant Budget Holder & Head of Procurement and/or Procurement Business Partner.
- If costs are above 10% seek advice from Head of Procurement and/or Procurement Business Partner and Legal because there may be a legal requirement to advertise again to the market.
- Note that it is only possible to vary a Contract awarded following a procurement fully regulated by the Public Contracts Regulations in limited circumstances (including where the variation or extension option was clearly set out in the original UK Notice and in the Contract). Seek advice from the Procurement Business Partner and HB Public Law in these cases.

1 PREAMBLE

- 1.1 The Council's Contract Procedures Rules are designed to ensure that stewardship and probity are maintained within the Council and that Approved Officers obtain Best Value services and economic, social and environmental value from purchasing arrangements. [The Council should follow the Best Value Statutory Guidance: Best value statutory guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/guidance/best-value-statutory-guidance)
- 1.2 These Contract Procedure Rules should be read in conjunction with the Council's Financial Regulations which set out mandatory financial procedures to be followed. These can be found [here](#)
- 1.3 These Contract Procedure Rules are designed to ensure compliance with the Council's Constitution, Council policies, Public Contracts Regulations 2015 and English law.
- 1.4 Tables 1 and 2 at the beginning of this document set out in summary the key requirements that must be adhered to. However, you are strongly advised to refer to the rest of this document for further guidance and to seek the advice and support of the Corporate Procurement team and HB Public Law as appropriate.

2 INTRODUCTION

- 2.1 The Council is responsible for spending substantial public funds and managing other assets and has a duty to demonstrate high standards of probity and stewardship in the day-to-day management of its affairs. [To that end it is expected that our day-to-day duties are conducted consistent with the Seven Principles of Public Life¹](#)
- 2.2 The Council purchases Supplies, Services and Works from the private, independent and third sector as well as from other public bodies. The process of identifying what and why we buy, how much we buy, from whom and at what price is extremely important and we have a duty to ensure this process is underpinned by the requirements of the Public Contracts Regulations which include equality of treatment, transparency and non-discrimination. Commissioning and Procurement decisions are amongst the most important the Council makes because we are spending public money and therefore are publicly accountable.
- 2.3 The Council has a responsibility to ensure that, as a minimum, Supplies, Works and Services are of good quality and are competitively but sustainably priced.
- 2.4 Effective, efficient and economic use of resources in order to achieve Best Value is a statutory duty. In working to achieve Best Value, the Council must consider overall value, including economic, environmental and social value. This requirement is embodied in the Public Services (Social Value) Act 2012 for Services Contracts above the Financial Threshold and in the Council's Social Value Policy for other Contracts.
- 2.5 The Council and its officers must always act responsibly and with utmost integrity and comply with statutory requirements. Council officers must always act transparently and avoid acting in an unfair and discriminatory way.

¹ [The Seven Principles of Public Life - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/collections/seven-principles-of-public-life)

- 2.6 If officers fail to comply with these Contract Procedure Rules, which lay down minimum mandatory requirements when engaging in procurement activity, disciplinary action may be considered.
- 2.7 Members and Council employees have a duty to report breaches of Contract Procedure Rules to an appropriate senior manager and the Head of Procurement. Noncompliance with the Contract Procedure Rules will be monitored by Directorate Procurement Boards.
- 2.8 Unless the context otherwise requires, terms used in these Contract Procedure Rules have the meanings set out in the Definitions and Interpretation section.

3 APPLICATION

- 3.1 The Contract Procedure Rules provide the governance structure within which the Council may procure Works, Supplies and Services. The aims of these Contract Procedure Rules are to ensure:
 - 3.1.1 Commitment to the principles of transparency, fairness, proportionality, and equal treatment within the procurement process.
 - 3.1.2 Value for Money and propriety in the spending of public money.
 - 3.1.3 That works, supplies and services are delivered effectively and efficiently without compromising the Council's ability to take strategic decisions.
 - 3.1.4 That the Council is not exposed to unnecessary legal, financial, or reputational risk and challenge arising from non-compliant procurement.
 - 3.1.5 Compliance with legislation, and relevant guidance including Procurement Policy Notes issued by the Cabinet Office.
 - 3.1.6 The delivery of the Council's vision and priorities:
 - The delivery of a well-run Council providing good value for money for all.
 - A Council that Puts Residents First
 - A Borough that is Clean and Safe
 - A Place where those in Need are Supported.
- 3.2 The Governance, Audit Risk Management and Standards Committee (GARMS) and the Constitution Review Working Group (CRWG) may, from time to time, recommend to Cabinet and Council changes to the financial thresholds set out in these Contract Procedure Rules.
- 3.3 The Director of Legal and Governance Services in consultation with the Head of Procurement is permitted to undertake an annual refresh to this document without having to seek CRWG and Cabinet approval. These include any changes required because of a change in law and all non-material changes. This must be done in consultation with the Portfolio Holder with responsibility for Finance and Human Resources to inform them of these changes including what impact they have on the Council.

- 3.4 The Head of Procurement in consultation with the Director of Finance shall maintain and issue the Contract Procedure Rules and the Procurement Strategy. The Contract Procedure Rules take precedence over the Procurement Strategy.

SCHEME OF DELEGATION, CONFIDENTIALITY AND DECLARATION OF INTEREST

- 3.5 -All award of Contracts can only be approved by the Scheme of Delegation as stipulated in the Financial Regulations and set out in table 1 at the front of these CPRs. Awarding a contract without prior approval of the requisite approver as set out in these CPRs and the Financial Regulations is a disciplinary offence.
- 3.6 Where there is inconsistency between these Contract Procedure Rules and the Financial Regulations, the latter take precedence. Please report any inconsistencies in writing to the Director of Finance and the Head of Procurement.
- 3.7 All officers **and members** must take appropriate measures to protect confidentiality and effectively prevent, identify and remedy conflicts of interest arising in the conduct of Procurement procedures to avoid any distortion of competition and to ensure equal treatment of all suppliers. If you are involved in a procurement project, you must ensure you sign a confidentiality agreement and a declaration of interest. A declaration does not automatically exclude anyone from the procurement process, it alerts the procurement leads and allows them to manage the procurement accordingly.

PRE-PROCUREMENT MARKET ENGAGEMENT

- 3.8 Where a Supplier or an undertaking related to a Supplier, has advised the Council, or has otherwise been involved in the preparation of the Procurement procedure, the Council must take appropriate measures to ensure that competition is not distorted by the participation of that Supplier in the Procurement.

➤ The Council must not:

give any one potential Supplier an advantage in bidding over another Supplier or engage in a way that disadvantages one particular Supplier or group of potential Suppliers.

as a result of the early market engagement, shape the procurement and the Council's requirements in favour of any one particular potential Supplier or solution.

- 3.9 Unrestricted and full direct online access free of charge to the procurement documents must be available from the date of the publication in Find a Tender Services of a UK Contract Notice or the date on which an invitation to confirm interest is sent.

4 SCOPE

- 4.1 The Contract Procedure Rules apply to all Procurement activities, including the spending of income or funding received by the Council from external sources.
- 4.2 Where the Council is entering into a Contract as an agent and/or in collaboration with another public body or organisation, these Contract Procedure Rules apply only in so far as they are consistent with the requirements of the organisation with whom we are collaborating. Where the Council is acting as principal the Contract Procedure Rules will take precedence.
- 4.3 The Scheme for Financing Schools 2013 requires schools under Council control to comply with these Contract Procedure Rules.
- 4.4 Framework Agreements that have been established by other Public Sector Bodies that are lawfully accessible to the Council should be used in accordance with the terms and conditions of the relevant Framework Agreement. Contracts awarded under the rules of a Framework Agreement only require a Cabinet report or Gateway 2 report for approval of award recommendations.
- 4.5 The following are out of scope of the Contract Procedure Rules:
 - 4.5.1 Social Care Residential and Nursing Care Spot Placement (see section 6.8)
 - 4.5.2 Any purchase or sale of a property, interest in land, transaction in land and or lease transaction but this must be authorised in accordance with the requirements set out in the Constitution and, specifically, the Management of Asset, Property and Land Rules.
 - 4.5.3 Procurement of Services from other public bodies where it can be evidenced that the body is the only supplier of the Services.
 - 4.5.4 The awarding of grants. However, council officers should always ensure the principles of openness, fairness, non-discrimination, [compliance with the public sector equality duty](#) and Value for Money apply.

5 ROLES AND RESPONSIBILITIES

The Corporate Director with the support of the Head of Procurement is accountable for all Procurement activity in their directorate. Their duties are to ensure:

- 5.1 Compliance with the Public Contracts Regulations 2015, Financial Regulations, Contract Procedure Rules and the Procurement Strategy.
- 5.2 Compliance with the Local Government Transparency Code October 2015 issued by the Department for Communities and Local Government.
- 5.3 Compliance with the Contract Procedure Rules for their Directorate's Procurement activity.
- 5.4 That no Procurement over the specified threshold commences without the approval of a Procurement Gateway 1 report at the appropriate Procurement Board. A Cabinet report and authority is required for all Procurements over £500,000 or where the Procurement

is defined as a Key Decision. (See Table 1)

- 5.5 That no commitment to award a Contract with a Supplier over the specified threshold is made without a Procurement Gateway 2 award report [documenting the exercise of delegated powers](#) having been [considered](#) at the appropriate Procurement Board and having been signed off under the [Financial](#) Scheme of Delegation. A Cabinet report [and authority](#) is required for all procurement over £500,000 or where the Procurement is defined as a Key Decision. (See Table 1)
- 5.6 A Gateway 2 award report does not need to be written where approval of an award is required from Cabinet. However, all Cabinet reports must be [considered](#) ~~approved~~ by the Directorate Procurement Boards as part of their journey to Cabinet for approval. However, where Cabinet has delegated authority [to an officer](#) to make an award decision then a Gateway 2 report will need to be written [to document the exercise of this delegation](#) and taken to the relevant Directorate Procurement Board ~~and the award approved by the delegated signatories~~.
- 5.7 That Works, Supplies and Services delivered or provided by Suppliers for the Council are approved and covered by suitable Council terms and conditions of Contract so that the responsibilities of each party are clear.
- If it is deemed necessary to sign up to third party terms and conditions of contract legal advice must be sought from HB Public Law on all legally binding Contracts entered by the Council.
- 5.8 That the ten calendar days Standstill Period between the Contract award decision and Contract signature is observed where required to do so. The 10-day period ends at midnight following the tenth day. If the 10th day is a weekend, then the period is extended to the next working day. Seek procurement and legal advice on this matter.
- 5.9 Ensure that Contract terms and conditions to be used in Procurement have been approved by the Director of Legal and Governance Services.
- 5.10 That they use their best endeavours to ensure that no Contract commences prior to the Terms and Conditions of Contract being signed and, where necessary, sealed.
- 5.11 That all master copies of Contracts are delivered to the Procurement Team.
- 5.12 That all Key Decisions as defined in Article 13 of the Constitution are recorded on the Council's Forward Plan.

PURCHASE ORDERS

- 5.13 It is mandatory under section D42 of the Financial Regulations to raise Purchase Orders on the Corporate Financial System prior to procuring Works, Supplies and Services, unless an exemption is approved by the Director of Finance. [It is a serious breach of the Financial Regulations and CPRs to engage with suppliers and to order the provision of Goods, Works or Services without the appropriate approvals to do so. No order must be made without raising a purchase order to the value of the purchase. The Purchase Order Number must also be referenced on the invoices.](#)

If you raise a PO via 'describe what you need' and this is approved by a budget manager and procurement; and you then need to make an amendment, the amendment **MUST NOT** take the Net Value over £25k. If the value is taken over £25,000 it is a **serious breach** of the CPRs and Financial Regulations.

The Services exempt [when required to be] from this rule are:

- Sexual Health (GUM) Services
- Emergency and immediate spot placement of residential and nursing services;
- Barrister Fees; Court Order Disbursements; and Law Library Encyclopaedia

- 5.14 that all Contracts are awarded based on the *Most Economically Advantageous Tender (MEAT)*. The MEAT shall be assessed from the Council's point of view, on the basis of the price or cost, using a cost-effectiveness approach, such as Life-Cycle Costing, and may include the best price-quality ratio, which shall be assessed on the basis of criteria, such as qualitative, environmental and/or social aspects, linked to the subject-matter of the Contract.
- 5.15 Identify, evaluate, record and appropriately mitigate risk (e.g., provision of performance bond, parent company guarantee and appropriate payment provisions and termination clauses within Contracts).
- 5.16 that all Invitation to Tender documents clearly describe the Evaluation Criteria, sub criteria and weighting and that the tender evaluation is based strictly on the published criteria and weighting.
- 5.17 That Evaluation Criteria require the bidder to state how they will meet social value and environmental considerations (for example - employment, training, apprenticeships, use of SME's and local Suppliers). Please see the Social Value Policy for guidance.
- 5.18 The Council has declared a climate emergency and has committed to working towards becoming a carbon neutral organisation by 2030. All tendering must evaluate Suppliers on their ability to deliver greenhouse gas emission reductions, with a minimum 5% weighting of the total evaluation criteria. Consideration should be given to increasing this percentage in relation to Works, Goods and Services with a high carbon impact. Opportunities for carbon reduction should also be considered in lower value procurement that is not subject to formal tendering. If required, please seek the advice of the Head of Procurement and Head of Natural Resources and Climate.
- 5.19 Immediate corrective action is taken in the event of a breach of the Contract Procedure Rules with the support of the Corporate Procurement Team and HB Public Law.
- 5.20 That their Directorate works closely with the Corporate Procurement Team to develop category strategies and plan and deliver a programme of Procurement delivery which includes all commissioning intentions and planned Procurement activity and that this is monitored and refreshed on an annual basis.
- 5.21 That the use of the FB60 method of payment is consistent with the guidance set out by the unsupported payments procedure note within the Financial Regulations.
- 5.22 That Contracts are not artificially underestimated or disaggregated into two or more

separate Contracts where the intent is to avoid the application of the Contract Procedure Rules or The Public Contracts Regulations

- 5.23 That Suppliers explain the price or costs proposed in the tender where tenders appear to be abnormally low in relation to the Works, Supplies or Services. This is a legal requirement under The Public Contracts Regulations 2015.

6 AUTHORISATION

- 6.1 All Procurement over £100,000 requires the engagement of the Corporate Procurement Team and HB Public Law.
- 6.2 Finance, Procurement, Legal and, where appropriate Audit, ICT **and Planning** clearance must be obtained within reports before they are submitted to Procurement Boards or Cabinet.
- 6.3 A Procurement Gateway 1 report documenting the exercise of delegated powers or Cabinet report (see Table 1) for commencement of a Procurement activity must be considered, presented and approved by the respective Procurement Board and Cabinet.
- 6.4 A Procurement Gateway 2 report or Cabinet report (see Table 1) for contract award must be presented to and approved/considered by the respective Procurement Board and Cabinet.
- 6.5 Any Procurement must be authorised in accordance with the Scheme of Delegation as published within the Financial Regulations.
- 6.6 All Service Leads must consider whether it is appropriate to complete an Equalities Impact Assessment.
- 6.7 A partnership arrangement must not be used as a means of avoiding the Contract Procedure Rules or The Public Contracts Regulations. All new partnership arrangements are required to be reported as required by section E7 of the Financial Regulations. This clause is not applicable to the award of grant payments.
- 6.8 Procurement of Social Care Spot Placements: People Services Directorate
- 6.8.2 A general waiver is granted so that there is no need to tender such requirements acknowledging at all times that the Council has a duty to achieve Best Value in making such placements.
- 6.8.3 The Corporate Director of People Services must have in place a process that requires the approval of a Head of Service or a more senior Council officer for all new placements where the annual value of a placement is likely to exceed £62,500.
- 6.8.4 All new placements where the annual value is likely to exceed £125,000 require the approval of the relevant Statutory Director.
- 6.8.5 All new placements where the annual value exceeds £250,000 require the above approvals of the relevant Statutory Director and the Portfolio Holder with responsibility for the respective department must be consulted.

6.8.6 The Corporate Director of the Peoples Directorate must, as a minimum, annually review all care placements (existing and new) in order to continue to demonstrate Value for Money and Best Value. A report will be required to be presented to the Directorate Procurement Board annually on the completion of the review.

7 PROCUREMENT METHOD

- 7.1 Approved Officers must treat Suppliers equally and without discrimination and must act in a transparent and proportionate manner.
- 7.2 Before commencing a Procurement procedure Approved Officers may conduct market consultations with a view to preparing the Procurement and informing Suppliers of their Procurement plans and requirements provided that it does not have the effect of distorting competition and does not result in a violation of the principles of non-discrimination and transparency. Officers may, for example, seek or accept advice from independent experts or authorities or from market participants. [See 3.8 above]
- 7.3 The default position in acquiring Works, Supplies and Services should always be through competition, that is through competitive tendering. Please refer to Table 1 of these Contract Procedure Rules to determine the Procurement process that should be used. The Procurement Team must be involved and engaged on the Procurement strategy/approach to be adopted for all purchases over £100,000. Similarly, the Economic Development Team must be consulted on promoting opportunities to local companies through Business Newsletters and Supplier Events.
- 7.4 The E-Procurement portal can be used for any Procurement where the lifetime value of the Contract exceeds £ 50,000.
- 7.5 The use of Selection Questionnaires is only required for contract values above the Financial Threshold. Suitability Assessment Questions may be asked as appropriate for contract values below the Financial Threshold.
- 7.6 The Head of Procurement must approve accessing externally established Framework Agreements. Approval for subsequent call-offs from the approved Framework Agreements will be subject to the requirements of these Contract Procedure Rules and compliance with the rules for call-off set out in the Framework Agreement.
- 7.7 Officers may decide to award a Contract in the form of separate lots and may determine the size and subject matter of such lots. They must document the main reasons for their decision not to subdivide into lots in the gateway reports.

7.8 Concession Contracts

The Concession Contracts Regulations 2016 (CCR) apply to the award of Works Concession Contracts or Services Concession Contracts above £5,336,937 (Inc VAT)

Concession Contracts must meet the following requirements:

- The award of the contract involves the transfer to the concessionaire of an operating risk in exploiting the Works or Services encompassing demand or supply risk or both.
- The part of the risk transferred to the concessionaire involves real exposure to the vagaries of the market, such that any potential estimated loss incurred by the concessionaire is not merely nominal or negligible. The concessionaire shall be deemed to assume operating risk where, under normal operating conditions, it is not guaranteed to recoup the investments made or the costs incurred in operating the Works or the Services which are the subject-matter of the Concession Contract

The same general principles that apply to other procurement rules apply to the award of Concession Contracts. In particular, the Council must treat providers equally and without discrimination and must act in a transparent and proportionate manner.

Seek advice from Corporate Procurement Team and HB Public Law if you consider that you might want to award a Concession Contract

8 INFORMATION GOVERNANCE

- 8.1 When procuring, the responsible Council officer must ensure Due Diligence checks are carried out to provide sufficient guarantees that the Supplier's technical and organisational security measures for handling and protecting information and data are appropriate, suitable, and lawful. This is a requirement under Principle 7 of the Data Protection Act.
- 8.2 Evidence of these checks, copies of policies and guarantees provided by the Supplier must be retained by the Council officer responsible for management of the Contract and be regularly reviewed throughout the life of the Contract.
- 8.3 Contract managers must ensure appropriate security measures are applied to prevent the unauthorised or unlawful processing of personal data or accidental loss or destruction of, or damage to, personal data.

9 ACCEPTANCE

- 9.1 Awarding and entering into contractual arrangements for values above £50,000 is subject to:
 - 9.1.1 Re confirmation of budgetary provision as initially identified and allocated prior to any Procurement activity.
 - 9.1.2 Confirmation of acceptable financial status of the Supplier; and

- 9.1.3 The Council's Terms and Conditions of Contract must be signed for values over £50,000 and sealed for all Contracts over £100,000 prior to the commencement of Contract. Legal input from HB Public Law should be sought on Contracts.
- 9.2 Awarding and entering contractual arrangements for values above £100,000 is subject to:
- 9.2.1 A Procurement Gateway 1, Procurement Gateway 2 or a Cabinet report approved by the relevant Procurement Board/Cabinet and the Scheme of Delegation (as per sections F3/F4 of the Financial Regulations). As required per Table 1.
- 9.2.2 The Contract being sealed by the Director of Legal & Governance Services.
- 9.3 Acceptance thresholds for Contract extensions and variations of all values are subject to further conditions as set out in Section 12 (Extensions and Variations) of these Contract Procedure Rules.

10 CONTRACTS SIGNING and SEALING

- 10.1 Every Contract or Contract novation must be in a form approved by the Director of Legal and Governance Services or delegated officer if its value exceeds £50,000 or where it is appropriate to seek such approval due to the nature of the Contract.
- 10.2 Contracts with an Estimated Procurement Value greater than £100,000 must be sealed on behalf of the Council, unless the Director of Legal and Governance Services or delegated officer directs otherwise. Legal input from HB Public Law should be sought on such Contracts.

Where the Contract term is not fixed the Estimated Procurement Value is calculated by multiplying the monthly spend value by 48 in accordance with Regulation 6 of the Public Contracts Regulations 2015 .

In the case of Framework Agreements or Dynamic Purchasing Systems the Estimated Procurement Value is calculated to include the total estimated value, net of VAT, of all the individual contracts envisaged for the total term of the Framework Agreement or the Dynamic Purchasing System.

For Concession Contracts the estimated value will be the total turnover of the concessionaire generated over the duration of the contract (net of value added tax) in consideration for the works and services which are the object of the Concession Contract and the supplies incidental to such works and services.

- 10.3 Framework Agreements entered into with respect to the provision of social care to individual service users do not require sealing and need only to be signed by the respective Director or their nominated representative.

- 10.4 In the circumstances where a Court or Tribunal directs a particular placement, it must be sealed.
- 10.5 Where the Director of Legal and Governance Services or delegated officer considers it desirable that a Contract should be sealed other than as specified above, then such a Contract must be sealed.
- 10.6 All Contracts should have a clear start and end date, detail any extension options and full aggregate value of the Contract including extension period.

11 CONTRACT MANAGEMENT

- 11.1 Contract and Supplier Relationship Management is pivotal to the successful delivery of the Contracts that we award. A contract manager must be nominated for each eContract over £50,000 and is responsible for monitoring the performance of the Supplier and the Contract.
- 11.2 During the life of the Contract, Corporate Directors, Divisional Directors and Lead Commissioners must ensure that the Council's approved processes for contract management, as set out in the Contract Management Procedures are followed.
- 11.3 For the avoidance of doubt, officers shall not issue instructions commissioning new Services and/or variations directly to any sub-contractor of a primary contractor of the Council. All communication for variations and change of scope must be directed to the primary contractor not their sub-contractors. Day to day communication relating to delivery of their responsibilities as sub-contractors is permitted.

12 EXTENSIONS and VARIATIONS

- 12.1 Contracts may only be extended without having to seek further Directorate Procurement Board approval if the provisions of 12.1.1 to 12.1.4 are met:
- 12.1.1 The original Contract was awarded following a Contract Procedure Rules compliant competitive tender or Quotation process and includes an option to extend without seeking further approval.
 - 12.1.2 The extension or variation is in accordance with the terms and conditions of the existing Contract. Input from HB Public Law and the Corporate Procurement Teams should be sought to confirm this is the case and to support the drafting of the extension and/or variation documents.
 - 12.1.3 If the initial Contract was subject to the Find a Tender Services (FTS) tender procedure, that the extension option was declared within the UK Contract Notice and is contained in the Contract.
 - 12.1.4 The Contract has not been extended beyond the approved extension period.
- 12.2 In the event that the provisions of 12.1.1 to 12.1.4 are not met then a Waiver must be sought in accordance with section 13 (Waivers) or alternatively a new Procurement must commence.

12.3 Regulation 72 of the Public Contracts Regulations 2015 permits an amendment, extension or renewal of an existing Contract without triggering a new Procurement exercise in the following cases:

- a) The original Contract includes a “clear, precise and unequivocal review clause”. The overall nature of the Contract must not be altered as a result of the change.
- b) New Works, Services or Supplies need to be purchased from the Supplier and a change of Supplier cannot be realistically made for economic or technical reasons and would cause significant inconvenience or substantial duplication of the Council’s costs. This is subject to the provision that each change does not increase the Contract’s value by more than 50 per cent as a result.
- c) Circumstances have arisen that the Council could not reasonably have foreseen and that require an amendment to the existing Contract. The Contract’s overall nature must not be altered and the Contract’s value must not increase by more than 50 per cent because of any change.
- d) A new Supplier is required to replace the Supplier originally party to the Contract, either because this is the result of corporate restructuring, including takeover, merger, acquisition or insolvency leading to a universal or partial succession of the original Supplier, or because this change was envisaged in a review clause in the original Contract. This provision cannot be relied on if the Supplier is being replaced for a different reason.
- e) The value of the modification is both below the Financial Threshold and is less than 10 per cent of the initial Contract value (where the Contract is for Supplies or Services) or less than 15 per cent of the initial Contract value, in the case of a Works Contract. More than one change can be made under this provision provided the cumulative value of the modifications do not exceed the Financial Threshold.
- f) The proposed modifications are insubstantial. This does not include any modifications that result in any of the following:
 - the Contract would become materially different.
 - the scope of the Contract would extend considerably.
 - the outcome of the initial Procurement procedure would have been different had the modification been implemented at that time. For example, other tenders would have been accepted or other candidates would have been admitted.
 - the economic balance would shift in favour of the Supplier; or
 - a new Supplier would replace the original Supplier in a circumstance not provided for in d) above.

12.4 Officers must consult the Procurement team and HB Public Law to confirm if any of the circumstances set out in section 12.3 above apply, permitting a Contract amendment, extension or renewal and must also comply with the Authorisation and Acceptance Thresholds in Table 1

A Contract Variation Notice needs to be sent to Find a Tender Service in the case of Contract variations permitted and made in accordance with paragraphs b) and c) of section 12.3 above.

12.5 In the event that the provisions of 12.3 are not met then a Waiver must be sought in accordance with section 13 (Waivers) or alternatively a new Procurement must commence.

13 WAIVERS

- 13.1 Circumstances may arise where permission is required to waive one or more of the Contract Procedure Rules. Waivers are reserved for exceptional circumstances and will only be approved where good and sufficient reason has been demonstrated. A Waiver will not be granted simply on the grounds of convenience or because of inadequate forward planning. The Council can only waive the rules established by the Council – the Council cannot waive UK law or the Public Contracts Regulations 2015.
- 13.2 All Waivers must be approved as per Table 2: Waiver Approval Process.
- 13.3 Waivers to any of the Council's rules must be sought in advance of any contractual agreement, order placement, use of Works, Services or purchase of Supplies. Any waiver requests that are submitted in a timeframe that does not allow for an alternative route to be taken will be deemed to be non-compliant and a breach of the CPRs
- 13.4 Procurement of Social Care Spot Placements – (i.e. individual placements that fall outside of any block contracting arrangements) A general Waiver is granted so that there is no need to tender such requirements acknowledging at all times that the Council has a duty to achieve Best Value in making such placements. (Please refer to 6.8 of these CPRs)
- 13.5 Any Waiver, wherever possible, should not be more than one year in duration, unless it can be demonstrated that any longer period is in the best interest of the Council.
- 13.6 Waiver requests for the same Supplier and service after the first that results in the aggregate value of the waivers going over the £100,000 will need to follow the waiver approval process for the next band below as per table 2
- 13.7 Waiver requests for the same Supplier and service that results in the aggregate value of the waivers going over the £500,000 will need to follow the waiver approval process for the next band below as per table 2.
- 13.8 Normally the circumstances under which a Waiver can be agreed are:
- a. **Sole Supplier:** It can be proven that there is only one Supplier who can deliver the Supplies or Services. (It is considered better practice to issue a tender to evidence that there is only one Supplier.)
 - b. **Demonstrable Best Interest:** It can be demonstrated that it is in the Council's best interest and this is clearly demonstrated in the Waiver report.
 - c. **Emergency:** There is a clear need to provide a service or a product immediately in the instance of a sudden unforeseen crisis; the immediate risk is to health, life, property or environment.
 - d. **Service Imperative:** Demonstrable circumstance that is exceptional.
 - e. **Extension as a Waiver:** Where an extension to a Contract is being sought but it

is not possible under the current terms and conditions of the Contract.

14. Procurement Governance: Cabinet and Member Engagement

14.1 All Cabinet reports seeking approval to commence a procurement for the acquisition of Works, Goods or Services must be accompanied by the tender documents and a recommendation seeking approval of the tender documents.

14.2 The development of the tender documents prior to seeking approval by Cabinet must be done in close engagement and consultation with the portfolio holder for the service and any other portfolio holder that is considered to have an interest in the outcome of the tendering exercise.

14.3 Where approval is being sought from Cabinet for a programme of procurement, delegated authority may be given by Cabinet to the Corporate Director in consultation with the Director of Finance (S151 Officer) and the Portfolio Holder responsible for the programme to commence each procurement and award all contracts under the programme. All commencement and award approvals must follow the procurement gateway process.

14.4 Following Cabinet approval to commence procurement as set out above, the procurement process must commence no later than eight weeks after the approval has been granted unless otherwise approved by Cabinet.

DEFINITIONS and INTERPRETATION

Term	Definition/Interpretation
Acceptance	The authorisation to enter a Contract with a particular Supplier(s) on the terms, conditions and at the price(s) as set out in the Contract documents.
Approved Officer	The Corporate Director, Divisional Director, Service Lead or Lead Commissioner Officer who has responsibility for all Contracts tendered and let by their Directorate including Contract monitoring and management once the Contract is in place.
Authorisation	The approval required to enable any Procurement to commence or any Contract to be awarded.
Best Value	The duty on local authorities to secure continuous improvement in the way in which functions are exercised, having regard to a combination of economy, efficiency and effectiveness as implemented by the Council.
Budget	All the financial resources allocated to different services and projects.
Cabinet	The Councillors who, together with the leader, form the executive
Cabinet Report	A report that is required to be submitted to Cabinet.
Chief Executive	The most senior officer, with overall responsibility for the management and operation of the Council.
Head of Procurement and Procurement Business Partner	The officer in the Corporate Procurement Team that has responsibility to provide expert support and guidance to the Council.
Commercial and Procurement Strategy	The Council's Commercial and Procurement Strategy available Here
Corporate Procurement Team	The team that provides expert Procurement support to the Council.

Term	Definition/Interpretation
Commercial Strategy	The document that sets out the commercial and procurement priorities of the Council.
Competitive Tendering	Awarding of Contracts by the process of inviting competing tenders.
Concession Contract	a services concession contract or a works concession contract as defined in The Concession Contracts Regulations 2016. They are contracts for pecuniary interest which consist either solely in the right to exploit the services or works that are the subject of the contract or in that right together with payment.
Constitution	The document setting out how the Council operates, how decisions are made and all the procedures that have to be followed.
Contract	A formal written agreement, which is enforceable by law between the Council and the provider of any Supplies, Services or Works.
Contract Management Procedures	The Council's Contract management procedures which can be found Here
Contract Procedure Rules (CPRs)	The rules required in accordance with section 135 of the Local Government Act 1972.
Contracts Finder	means a web-based portal provided by or on behalf of the Cabinet Office for the publication of information about contracts awarded. Contract Finder
Contracts Register	Record of Council Contracts maintained by the Head of Procurement.
Corporate Director	The officer in charge of a Council Directorate.
Director of Finance	Also known as the "Section 151 Officer". The Officer responsible for the administration of the financial affairs of the Council.

Term	Definition/Interpretation
Directorate Procurement Board	The group of officers who meet regularly in each Directorate to consider procurement business within their directorates and consider all procurement gateway reports (£100,000 to £499,999) and Cabinet Reports for procurements over £500,000 and all Key Decisions.
Due Diligence	<p>A process of acquiring objective and reliable information, generally on a person or a company, prior to making any decisions.</p> <p>A systematic research effort, which is used to gather the critical facts and descriptive information which are most relevant to the making of an informed decision on a matter of importance.</p>
Dynamic Purchasing System	is appropriate for commonly used purchases the characteristics of which, as generally available on the market, meet the Council's requirements. The rules for using it are set out in regulation 34 of the Public Contracts Regulations 2015.
Electronic Procurement Portal	The Council's electronic system for conducting procurement activity.
Estimated Procurement Value	The value of a procurement based on the total amount payable, net of VAT, as estimated by the Council, including any form of option and any renewals of the Contracts as explicitly set out in the procurement documents

Term	Definition/Interpretation
Evaluation Criteria	<p>The publishing of detailed objectively quantifiable award criteria and sub criteria linked to the subject matter of the contract together with their weighting (or ranking where weighting is not possible for demonstrable reasons) and the method by which you will evaluate them in the contract documents. They may include but are not limited to:</p> <p>(a) quality, including technical merit, aesthetic and functional characteristics, accessibility, design for all users, social, environmental and innovative characteristics and trading and its conditions.</p> <p>(b) organizations, qualification and experience of staff assigned to performing the contract, where the quality of the staff assigned can have a significant impact on the level of performance of the contract; or</p> <p>(c) after-sales service and technical assistance, delivery conditions such as delivery date, delivery process and delivery period or period of completion.</p>
Executive	The Leader and the Cabinet; responsible for carrying out almost all the council's functions.
Financial Threshold	<p>The Financial Threshold above which the Public Contracts Regulations must be applied.</p> <p>The UK reviews this financial threshold bi-annually. From 1st January 2022 the value is:</p> <p>£213,447 (Inc VAT) Supplies and Services £663,540(Inc VAT) Light Touch Services £5,336,937 (Inc VAT) Works and Concessions</p>
Forward Plan	A schedule of the Key Decisions the Executive expects to take over the next 4 months.
Framework Agreement	An agreement between one or more contracting authorities and one or more economic operators, the purpose of which is to establish the terms governing contracts to be awarded during a given period, in particular with regard to price and, where appropriate, the quantity envisaged.

Financial Regulations	The Financial Regulations as approved by the full Council and set out in the constitution.
Frequently Asked Questions	Answers and further guidance developed by the procurement team to the most asked questions related to the procurement process. The FAQ document is here
HB Public Law	The legal team within the council.
Invitation to Tender Documents	The documents inviting Suppliers to tender, including the Terms and Conditions of Contract; Service Specification; Method Statement Questions; Pricing Document; Information to Tenderers including clear Evaluation Criteria and sub criteria.
Life-Cycle Costing	Covers part or all the following costs over the life cycle of a product, service or works: (a) costs, borne by the Council or other users, such as: (i) costs relating to acquisition, (ii) costs of use, such as consumption of energy and other resources, (iii) maintenance costs, and (iv) end of life costs, such as collection and recycling costs. (b) costs imputed to environmental externalities linked to the product, service or works during its life cycle, provided their monetary value can be determined and verified. These costs may include the cost of emissions of greenhouse gases and of other pollutant emissions and other climate change mitigation costs
Light Touch Regime Services	The rules and procedures for procuring Social and other Specific Services. Those procedures must ensure compliance with the principles of transparency and equal treatment of Suppliers, publication of a Contract Notice and a Contract Award Notice.
Local Business	Organisations (private, voluntary and or community led) within Harrow borough boundary who can provide works, goods and services to the Council.

Term	Definition/Interpretation
Key Decision	<p>A decision by the Executive which is likely to:</p> <p>(i) result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or</p> <p>(ii) be significant in terms of its effects on communities living or working in an area of two or more wards of the Borough.</p> <p>(iii) A decision is significant for the purposes of (i) above if it involves expenditure or the making of savings of an amount in excess of £1m for capital expenditure or £500,000 for revenue expenditure or, where expenditure or savings are less than the amounts specified above, they constitute more than 50% of the budget attributable to the service in question.</p>
Members	The elected representatives of the Council.
Most Economically Advantageous Tender (MEAT)	<p>Assessment of the tenders received using a variety of objective and non-discriminatory criteria linked to the subject matter of the contract to identify the tender which is best value for money.</p> <p>You cannot use the criteria for any purpose other than identifying the most economically advantageous tender from the point of view of the procurer. It allows you to assess a number of factors including the technical aspects, social value, sustainability and price of a tender and to rank the tenders in the competition.</p>
Portfolio Holder	The Member of Cabinet responsible for ensuring the effective management and delivery of Executive functions. Each Portfolio Holder has specific areas of responsibility.

Term	Definition
Selection Questionnaire	The questionnaire usually sent to Supplier who express an interest in tendering for a Contract which seeks details and information about their technical, financial and organisational ability to perform the Contract
Procurement	<p>The acquisition by means of a public contract of works, supplies or services by one or more public bodies from Suppliers chosen by those public bodies, whether or not the Works, Supplies or Services are intended for a public purpose.</p> <p>This includes any activity which includes the identification of need, options appraisal and the execution of a competitive selection process, Quotation or tendering process, commercial activities and entering into Contracts.</p>
Procurement Card	A Corporate Purchasing Card for the purchase of low value supplies, works or services. To be used in compliance with the Procurement Card Policy
Procurement Gateway 1	The report required to be written and presented to the respective procurement board and approved prior to commencing any procurement or tendering activity.
Procurement Gateway 2	The report required to be written and presented to the respective procurement board and then signed off by the scheme of delegation to seek authority to award a contract, extend a contract or seek a waiver to these CPRs.
Procurement Plan	compiled by the Procurement Team setting out planned annual procurement pipelines across each directorate.
Public Contracts Regulations 2015	The main body of law that regulates the purchasing by Public Sector Bodies and certain utility sector bodies of contracts for goods, works or services. In England these are the Public Contracts Regulations 2015
Public Sector Bodies	Including, but not limited to the West London Alliance, London Councils, ESPO, YPO, Crown Commercial Services, the EFA, Greater London Authority and Transport for London

Term	Definition/Interpretation
Purchase Order	The mandatory order created within the D365 System for Goods, Works or Services.
Quotation	A priced bid for the provision of supplies, a service, or supply of works
Scheme of Delegation	A formal document recording the agreed handing down of statutory (where allowed) and other responsibilities by the Council to the Cabinet, Cabinet Members, Committees, Panels and Officers.
Services	Means the services to be provided as detailed in the Specification and shall, where the context so admits, include any materials, articles or supplies to be supplied there under.
Service Specification	The document usually attached as a schedule to the terms and conditions of Contract specifying in detail the Council's precise requirements relating to the purchase of Supplies, Services or Works.
Social and other Specific Services	Those social and other specific services set out at Schedule 3 of the Public Contracts Regulations 2015 to be awarded in accordance with Section 7 of the Public Contracts Regulations 2015
Social Care Spot Placement	Individual placements that fall outside of any block contracting arrangements
Standstill Period	<p>The standstill period is a 10 day pause between contract award decision and the formal award of the Contract. The standstill is a legal requirement which the Council must comply with. It applies to all procurements covered by the full scope of the Financial Thresholds.</p> <p>The period allows unsuccessful bidders to obtain more information on the award of the contract. Unsuccessful bidders can take appropriate action if they believe they have been treated unfairly. The period is also known as the 'Alcatel Period'. Alcatel was the name of the European case which brought about the change in the law.</p>

Term	Definition/Interpretation
Suitability Assessment Question	means a question which relates to information or evidence which the Council requires for the purpose of assessing whether candidates meet requirements or minimum standards of suitability, capability, legal status or financial standing
Supplies	Means the supplies to be provided as detailed in the specification.
Supplier	A Supplier or potential Supplier of Works, Supplies or Services to the Council.
Terms and Conditions of Contract	A document approved by HB Public Law that sets out the relationship between the Council and a third party.
Transparency Code	The Local Government Transparency Code setting out the minimum data that local authorities should be publishing, the frequency it should be published and how.
TUPE (Transfer of Undertakings (Protection of Employment) Regulations 2006 (SI 2006 No.246)) as amended from time to time.	Subject to certain conditions, these regulations apply where responsibility for the delivery of works or services for the authority is transferred from one organisation (e.g. private contractor, local authority in-house team) to another (e.g. following a contracting out or competitive tendering process) and where the individuals involved in carrying out the work are transferred to the new employer. These regulations seek to protect the rights of employees in such transfers, enabling them to enjoy the same terms and conditions, with continuity of employment, as existed with their former employer.
UK Notice	Notice posted on the Find a Tender Service (FTS). This includes a Prior Information Notice (PIN), a Contract Notice or a Contract Award Notice.
Value for Money	the optimum combination of Life Cycle Costing and quality (or fitness for purpose) to meet the Council's requirements
Waiver	An exception from the strict compliance with Contract Procedure Rules granted in accordance with the relevant section within these CPRs (section 13)
Works	Means the work or works to be provided as detailed in the service specification, including building, engineering and capital works

There are number of valuable links in the above Contract Procedure Rules document, if any of them fail to open please try to generic link to the procurement Intranet Page:

Procurement (sharepoint.com)

Harrow Council Procurement Pipeline (April 2023 - March 2024)

This Procurement Pipeline contains details of contracts expected to be re-procured and new procurement projects that are expected to be undertaken by Harrow Council with a value greater than £100k.

Please be aware that there is no guarantee that any published pipeline project will lead to a tender publication as we may opt to make use of a compliant framework agreement, exercise an extension option in the contract or decide not to proceed with the procurement altogether.

This information reflects our anticipated procurement pipeline for the next financial year, and is subject to change. If you have a query regarding any of the projects listed in this document, please contact Procurement@harrow.gov.uk

Appendix 2: Harrow Council Procurement Pipeline April 2023 - March 2024

Directorate	Division - Spend Category	Contract Title/ Description	Initial current contract start date	Initial or current contract end date	Extension options included in contract	Final extension option expiry date	Value of the current contract / Estimated contract value
Peoples	Public Health	Health Visiting and School Nursing 0-19 Service	01/07/18	30/06/23	Yes	30/06/25	£ 26,371,000
Peoples	Adult Social Care	LD and ASD Supported Accommodation	N/A	N/A	N/A	N/A	TBC
Peoples	Childrens & Families	Supported Living Services for Care Leavers	01/04/18	31/03/21	Yes	31/03/24	£ 1,200,000
Peoples	Adult Social Care	Mental Health Community Provision (formerly The Bridge - Hul)	01/10/21	31/03/24	No	N/A	£ 294,833
Peoples	Childrens & Families	Provision of the supply of adoption services (RAA)	31/05/19	30/05/24	Yes	30/05/29	£ 4,796,220
Peoples	Adult Social Care	Mental Health Supported Accommodation Services	01/09/21	31/08/23	Yes	31/08/25	£ 699,496
Peoples	Adult Social Care	Framework for Mental Health Pathway	N/A	N/A	N/A	N/A	TBC
Peoples	Childrens & Families	Short Breaks Framework	01/09/22	31/08/23	Yes	31/08/24	TBC
Peoples	Adult Social Care	Domiliary Care (Homecare)	TBC	TBC	TBC	TBC	£ 17,000,000
Place	Economy & Culture	Leisure Management Services	01/09/13	31/08/24	No	N/A	£ 5,812,000
Place	Environmental Services	Concession Contract for the Purchase and Collection of Metal	01/07/20	30/06/23	Yes	30/06/25	£ 325,000
Place	Environmental Services	Planned and Preventative Maintenance and Compliance	N/A	N/A	N/A	N/A	£ 9,000,000
Place	Environmental Services	Fencing instalation, maintenance, security and ground works	26/11/21	31/03/23	No	N/A	£ 200,000
Place	Housing	Architect Constultancy Services	N/A	N/A	N/A	N/A	£ 150,000
Place	Environmental Services	Supply, servicing and maintenance of pay and display machines	01/04/22	31/03/23	No	N/A	£ 100,000
Place	Housing	Beatty Road external and communal repairs and decorations	N/A	N/A	N/A	N/A	£ 750,000
Place	Housing	Door entry systems at various properties	N/A	N/A	N/A	N/A	£ 450,000
Place	Environmental Services	Specialist Nursing	N/A	N/A	N/A	N/A	£ 1,000,000
Place	Environmental Services	IWMS Integration Workplan Management System	N/A	N/A	N/A	N/A	£ 200,000
Place	Housing	Decarbonisation - NET ZERO Retrofit - SHDH Wave	N/A	N/A	N/A	N/A	£ 1,000,000
Place	Climate Change	Solar Panel Installation	N/A	N/A	N/A	N/A	£ 1,000,000
Place	Economy & Culture	HAC New Build	7/23/2022	3/23/2023	N/A	N/A	£ 1,000,000
Place	Economy & Culture	UKSPF	12/22/2022	3/25/2023	N/A	N/A	£ 2,100,000
Place	Economy & Culture	Learn Harrow 2023.24 Acacemic Year	2/23/2022	7/24/2023	N/A	N/A	TBC
Place	Regeneration & Planning	Hutton Lane	N/A	N/A	N/A	N/A	£ 1,400,000
Place	Regeneration & Planning	Shaftesbury Circle	N/A	N/A	N/A	N/A	£ 1,400,000
Place	Regeneration & Planning	Augustine Road (13 units)	N/A	N/A	N/A	N/A	£ 4,225,000
Place	Housing	Housing Related Support and Preventative Services Floating Su	TBC	TBC	N/A	N/A	£ 1,000,000
Place	Housing	Housing repairs - Specialist Legal / Structural works	TBC	TBC	N/A	N/A	£ 1,000,000
Place	Housing	non HRA properties - repairs and maintenance	TBC	TBC	N/A	N/A	£ 1,000,000
Place	Housing	Architect Consultancy	10/12/20	09/12/23	No	N/A	£ 163,000
Place	Environmental Services	Arboricultural Works	01/03/19	28/02/22	Yes	28/02/24	£ 2,137,735
Place	Environmental Services	Wireless concessions	03/02/14	02/02/24	No	N/A	Income generation
Place	Environmental Services	Cashless Parking	01/03/19	28/02/24	Yes	28/02/29	Income generation
Place	Housing	Rough Sleeping Accommodation Programme	10/01/22	01/04/24	No	N/A	£ 279,988
Place	Environmental Services	Provision of Parking & Traffic Surveys 2021	01/05/21	30/04/24	Yes	30/04/26	£ 288,207
Place	Environmental Services	Planning and Public Protection Solution	01/05/21	30/04/24	Yes	30/04/26	£ 617,247
Place	Environmental Services	Flood Management	01/11/19	31/03/24	No	N/A	£ 499,500
Place	Housing	Housing Repairs and Maintenance	01/07/16	01/07/21	Yes	30/06/2024	£ 40,000,000
Place	Housing Regen	Grange Farm - Phases 2 & 3 - Employer's Agent Services	N/A	N/A	N/A	N/A	N/A
Place	Environmental Services	Catering Supplies	N/A	N/A	TBC	TBC	£ 100,000
Place	Regeneration & Planning	After Care Contract	N/A	N/A	TBC	TBC	£ 320,000
Place	Housing Regen	Grange Farm - CHP ESCO Provider	N/A	N/A	TBC	TBC	£ 5,000,000
Place	Regeneration & Planning	Grove Avenue Pinner Grove	N/A	N/A	TBC	TBC	£ 7,600,000
Place	Regeneration & Planning	Martin Drive	N/A	N/A	TBC	TBC	£ 2,450,000
Place	Regeneration & Planning	Temple Decant	N/A	N/A	TBC	TBC	TBC
Place	Regeneration & Planning	Legal support to HSDP	N/A	N/A	TBC	TBC	£ 150,000
Place	Housing	Park Gates Tregenna Arundel Roofs replacement, Roofline,	N/A	N/A	N/A	N/A	£ 822,984
Place	Housing	Mountside structural, roof & windows	N/A	N/A	N/A	N/A	£ 503,807
Place	Housing	Facilities Management Services	17/02/22	17/10/22	No	N/A	£ 150,000
Place	Housing	Furnishing Services	14/03/22	13/11/22	No	N/A	£ 150,000
Place	Housing	Beatty Road external and communal repairs and decorations	N/A	N/A	N/A	N/A	tbc
Place	Housing	Enveloping - Stone grove Gardens - pathways, walkway, bin	N/A	TBC	N/A	N/A	£ 896,000
Resources	ICT	02 Landline	30/11/20	29/11/23	Yes	30/11/25	£ 314,612
Resources	Finance	Insurance Litigation Services	01/08/18	31/07/23	No	N/A	£ 3,275,000
Resources	ICT	Mobile Voice & Data Services	17/09/20	16/09/23	No	N/A	£ 478,800
Resources	ICT	Unified Communications	30/05/20	29/05/23	Yes	29/05/24	£ 1,091,618
Resources	Legal Services	Legal Library / Knowledge Management Services- online / text	01/12/19	30/11/22	No	N/A	£ 353,054
Resources	ICT	Supply of laptops	07/02/22	06/02/23	No	N/A	£ 169,000
Resources	Finance	Public Sector Purchasing Card Agreement	11/02/15	30/11/21	Yes	30/11/23	£ 200,000
Resources	Finance	Actuarial Services	10/04/12	30/09/23	No	N/A	£ 387,000
Resources	ICT	Digital360 Service	25/09/20	31/10/23	Yes	31/10/25	£ 1,085,171
Resources	ICT	ITSM Toolset	17/02/20	16/02/23	Yes	16/02/24	£ 424,461
Resources	Human Resources	Provision of Temporary Recruitment Services and Permanent R	06/02/21	05/02/24	Yes	05/02/25	£ 93,300,000
Resources	Finance	Revs & Bens software license and web services charges	01/04/21	31/03/24	No	N/A	£ 456,736
Resources	Finance	Business Improvement District	01/04/19	31/03/24	no	N/A	£ 1,875,000
Resources	Finance	Revenues & Benefits Resilience Support	01/03/19	31/03/24	no	31/03/25	£ 3,463,000
Resources	Finance	Revenues & Benefits Software	01/04/21	31/03/24	No	N/A	£ 456,736
Resources	Finance	Document Storage	20/09/20	19/09/24	No	N/A	£ 200,000
Resources	Finance	Postal Services	14/09/21	13/09/24	yes	12/09/26	£ 350,000
Resources	ICT	Provision of multifunctional devices and services, managed pri	27/12/19	26/12/24	No	N/A	£ 594,999
Resources	ICT	Learning & Development Portal	30/09/22	30/09/24	Yes	30/09/26	£ 161,100
Resources	Strategy & Partnerships	General Information and Advice Service	01/08/22	31/07/23	Yes	31/07/24	£ 432,000
Resources	Strategy & Partnerships	Third Sector Support	01/10/17	30/09/20	Yes	30/09/23	£ 300,000
Total							£ 255,070,303
Number of Projects							74

Harrow Council Procurement Pipeline April 2023 - March 2024

Directorate	Division - Spend Category	Contract Title/ Description	Initial current contract start date	Initial or current contract end date	Extension options included in contract	Final extension option expiry date	Value of the current contract / Estimated contract value
Peoples	Public Health	Health Visiting and School Nursing 0-19 Service	01/07/18	30/06/23	Yes	30/06/25	£ 26,371,000
Peoples	Adult Social Care	LD and ASD Supported Accommodation	N/A	N/A	N/A	N/A	TBC
Peoples	Childrens & Families	Supported Living Services for Care Leavers	01/04/18	31/03/21	Yes	31/03/24	£ 1,200,000
Peoples	Adult Social Care	Mental Health Community Provision (formerly The Bridge - Hub	01/10/21	31/03/24	No	N/A	£ 294,833
Peoples	Childrens & Families	Provision of the supply of adoption services (RAA)	31/05/19	30/05/24	Yes	30/05/29	£ 4,796,220
Peoples	Adult Social Care	Mental Health Supported Accommodation Services	01/09/21	31/08/23	Yes	31/08/25	£ 699,496
Peoples	Adult Social Care	Framework for Mental Health Pathway	N/A	N/A	N/A	N/A	TBC
Peoples	Childrens & Families	Short Breaks Framework	01/09/22	31/08/23	Yes	31/08/24	TBC
Peoples	Adult Social Care	Domcillary Care (Homecare)	TBC	TBC	TBC	TBC	£ 17,000,000
Total							£ 50,361,549.33
Number of Projects							9

Harrow Council Procurement Pipeline April 2023 - March 2024

Directorate	Division - Spend Category	Contract Title/ Description	Initial current contract start date	Initial or current contract end date	Extension options included in contract	Final extension option expiry date	Value of the current contract / Estimated contract value
Place	Economy & Culture	Leisure Management Services	01/09/13	31/08/24	No	N/A	£ 5,812,000
Place	Environmental Services	Concession Contract for the Purchase and Collection of Metal &	01/07/20	30/06/23	Yes	30/06/25	£ 325,000
Place	Environmental Services	Planned and Preventative Maintenance and Compliance	N/A	N/A	N/A	N/A	£ 9,000,000
Place	Environmental Services	Fencing instalation, maintenance, security and ground works	26/11/21	31/03/23	No	N/A	£ 200,000
Place	Housing	Architect Constultancy Services	N/A	N/A	N/A	N/A	£ 150,000
Place	Environmental Services	Supply, servicing and maintenance of pay and display machines	01/04/22	31/03/23	No	N/A	£ 100,000
Place	Housing	Beatty Road external and communal repairs and decorations	N/A	N/A	N/A	N/A	£ 750,000
Place	Housing	Door entry systems at various properties	N/A	N/A	N/A	N/A	£ 450,000
Place	Environmental Services	Specialist Nursing	N/A	N/A	N/A	N/A	£ 1,000,000
Place	Environmental Services	IWMS Integration Workplan Management System	N/A	N/A	N/A	N/A	£ 200,000
Place	Housing	Decarbonisation - NET ZERO Retrofit - SHDH Wave	N/A	N/A	N/A	N/A	£ 1,000,000
Place	Climate Change	Solar Panel Instalation	N/A	N/A	N/A	N/A	£ 1,000,000
Place	Economy & Culture	HACNew Build	7/22/2022	3/23/2023	N/A	N/A	£ 1,000,000
Place	Economy & Culture	UKSPF	12/22/2022	3/25/2023	N/A	N/A	£ 2,100,000
Place	Economy & Culture	Learn Harrow 2023.24 Academic Year	2/23/2022	7/24/2023	N/A	N/A	TBC
Place	Regeneration & Planning	Hutton Lane	N/A	N/A	N/A	N/A	£ 1,400,000
Place	Regeneration & Planning	Shaftesbury Circle	N/A	N/A	N/A	N/A	£ 1,400,000
Place	Regeneration & Planning	Augustine Road (13 units)	N/A	N/A	N/A	N/A	£ 4,225,000
Place	Housing	Housing Related Support and Preventative Services Floating Sup	TBC	TBC	N/A	N/A	£ 1,000,000
Place	Housing	Housing repairs - Specialist Legal / Structural works	TBC	TBC	N/A	N/A	£ 1,000,000
Place	Housing	non HRA properties - repairs and maintenance	TBC	TBC	N/A	N/A	£ 1,000,000
Place	Housing	Architect Consultancy	10/12/20	09/12/23	No	N/A	£ 163,000
Place	Environmental Services	Arboricultural Works	01/03/19	28/02/22	Yes	28/02/24	£ 2,137,735
Place	Environmental Services	Wireless concessions	03/02/14	02/02/24	No	N/A	Income generation
Place	Environmental Services	Cashless Parking	01/03/19	28/02/24	Yes	28/02/29	Income generation
Place	Housing	Rough Sleeping Accommodation Programme	10/01/22	01/04/24	No	N/A	£ 279,988
Place	Environmental Services	Provision of Parking & Traffic Surveys 2021	01/05/21	30/04/24	Yes	30/04/26	£ 288,207
Place	Environmental Services	Planning and Public Protection Solution	01/05/21	30/04/24	Yes	30/04/26	£ 617,247
Place	Environmental Services	Flood Management	01/11/19	31/03/24	No	N/A	£ 499,500
Place	Housing	Housing Repairs and Maintenance	01/07/16	01/07/21	Yes	30/06/2024	£ 40,000,000
Place	Housing Regen	Grange Farm - Phases 2 & 3 - Employer's Agent Services	N/A	N/A	N/A	N/A	N/A
Place	Environmental Services	Catering Supplies	N/A	N/A	TBC	TBC	£ 100,000
Place	Regeneration & Planning	After Care Contract	N/A	N/A	TBC	TBC	£ 320,000
Place	Housing Regen	Grange Farm - CHP ESCO Provider	N/A	N/A	TBC	TBC	£ 5,000,000
Place	Regeneration & Planning	Grove Avenue Pinner Grove	N/A	N/A	TBC	TBC	£ 7,600,000
Place	Regeneration & Planning	Martin Drive	N/A	N/A	TBC	TBC	£ 2,450,000
Place	Regeneration & Planning	Temple Decant	N/A	N/A	TBC	TBC	TBC
Place	Regeneration & Planning	Legal support to HSDP	N/A	N/A	TBC	TBC	£ 150,000
Place	Housing	Park Gates Tregenna Arundel Roofs replacement, Roofline, R	N/A	N/A	N/A	N/A	£ 822,984
Place	Housing	Mountside structural, roof & windows	N/A	N/A	N/A	N/A	£ 503,807
Place	Housing	Facilities Management Services	17/02/22	17/10/22	No	N/A	£ 150,000
Place	Housing	Furnishing Services	14/03/22	13/11/22	No	N/A	£ 150,000
Place	Housing	Beatty Road external and communal repairs and decorations	N/A	N/A	N/A	N/A	tbtc
Place	Housing	Enveloping - Stone grove Gardens – pathways, walkway, bin she	TBC	TBC	N/A	N/A	£ 896,000
Total							£ 95,240,468
Number of Projects							44

Harrow Council Procurement Pipeline April 2023 - March 2024

Directorate	Division - Spend Category	Contract Title/ Description	Initial current contract start date	Initial or current contract end date	Extension options included in contract	Final extension option expiry date	Value of the current contract / Estimated contract value
Resources	ICT	Q2 Landline	30/11/20	29/11/23	Yes	30/11/25	£ 314,612
Resources	Finance	Insurance Litigation Services	01/08/18	31/07/23	No	N/A	£ 3,375,000
Resources	ICT	Mobile Voice & Data Services	17/09/20	16/09/23	No	N/A	£ 478,800
Resources	ICT	Unified Communications	30/05/20	29/05/23	Yes	29/05/24	£ 1,091,618
Resources	Legal Services	Legal Library / Knowledge Management Services- online / text	01/12/19	30/11/22	No	N/A	£ 353,054
Resources	ICT	Supply of laptops	07/02/22	06/02/23	No	N/A	£ 169,000
Resources	Finance	Public Sector Purchasing Card Agreement	11/02/15	30/11/21	Yes	30/11/23	£ 200,000
Resources	Finance	Actuarial Services	10/04/12	30/09/23	No	N/A	£ 387,000
Resources	ICT	Digital360 Service	25/09/20	31/10/23	Yes	31/10/25	£ 1,085,171
Resources	ICT	ITSM Toolset	17/02/20	16/02/23	Yes	16/02/24	£ 424,461
Resources	Human Resources	Provision of Temporary Recruitment Services and Permanent R	06/02/21	05/02/24	Yes	05/02/25	£ 93,300,000
Resources	Finance	Revs & Bens software license and web services charges	01/04/21	31/03/24	No	N/A	£ 456,736
Resources	Finance	Business Improvement District	01/04/19	31/03/24	no	N/A	£ 1,875,000
Resources	Finance	Revenues & Benefits Resilience Support	01/01/19	31/03/24	no	31/03/25	£ 3,463,000
Resources	Finance	Revenues & Benefits Software	01/04/21	31/03/24	No	N/A	£ 456,736
Resources	Finance	Document Storage	20/09/20	19/09/24	No	N/A	£ 200,000
Resources	Finance	Postal Services	14/09/21	13/09/24	yes	12/09/26	£ 350,000
Resources	ICT	Provision of multifunctional devices and services, managed prin	27/12/19	26/12/24	No	N/A	£ 594,999
Resources	ICT	Learning & Development Portal	30/09/22	30/09/24	Yes	30/09/26	£ 161,100
Resources	Strategy & Partnerships	General Information and Advice Service	01/08/22	31/07/23	Yes	31/07/24	£ 432,000
Resources	Strategy & Partnerships	Third Sector Support	01/10/17	30/09/20	Yes	30/09/23	£ 300,000
Total							£ 109,468,286
Number of Projects							21

This page is intentionally left blank

Appendix 3: Contracts Awarded between January 2022 & December 2022.

Main Contractor	Title (*)	Start Date	Initial contract End Date	Extension available Yes/No	Extension end date	Annual Value	Total Value of Contract/ Framework	Department
Avison Young (UK) Ltd	Commercial and Financial Advisor HSDP	03/01/22	03/01/24	Yes	03/01/2026	£69,000	£276,000	Place - Regeneration & Planning
Senator	Depot Fit Out	04/01/22	04/01/23	No		£692,482	£692,482	Place - Regeneration & Planning
Community Connex DARE KIDS Kids Can Achieve	Short breaks for disabled children - Framework	09/01/22	31/08/2023	Yes	31/08/2024	£370,000	£370,000	Peoples - C&F
Each Counselling and Support	Rough Sleeping Accommodation Programme	10/01/22	31/03/24	No		£124,039	£279,988	Place - Housing
Milestone Contracting Limited	Renewal of Roofs - Residential Street Dwellings	11/01/22	31/05/22	no	n/a	£358,084	£358,084	Place - Housing
Harrow Together	Harrow Community Champion Programme	11/01/22	30/04/24	no	n/a	£300,000	£300,000	Peoples - C&F
NR Limited (trading as Cornerstone Personnel)	Managed Service for Special Needs Transport & Associated Services	25/01/22	03/04/26	Yes		£4,900,000	£34,972,510	Place - Communities
HLM Architects	Harrow New Civic Design Advisor	31/01/22	01/02/24	Yes	01/02/2026	£36,960	£147,840	Place - Communities
Wybone Ltd	Food Waste Bin Housings	01/02/22	30/01/23	NO		£275,000	£275,000	Place - Communities
TechnoWorld	Supply of laptops	07/02/22	06/02/23	No		£169,000	£171,913	Resources & Commercial
Bytes Software Services Ltd	IT Consultancy and Support	14/02/22	31/10/22	No	No	£479,705	£479,705	Resources & Commercial
Ridge & Partners LLP	Employer's Agent for the Housing In-Fill Programme Lot 1	21/03/22	20/03/25	Yes	20/03/2026	£150,000	£504,700	Place - Housing
Airey Miller Ltd	Employer's Agent for the Housing In-Fill Programme Lot 2	21/03/22	20/03/25	Yes	20/03/2026	£150,000	£691,323	Place - Housing
Family Action	Harrow SEND Information Advice Service (SENDIAS)	01/04/22	31/03/25	Yes	30/03/2027	£87,292	£436,981	Peoples - C&F
Compass - Services to Improve Health and Wellbeing	Harrow Young People's Substance Misuse Service	01/04/22	31/03/25	No		£239,000	£716,894	People - Public Health
Zurich Municipal	Liability Insurance	01/04/22	31/03/25	yes	31/03/2027		£1,153,190	Resources & Commercial
Protector (AON will invoice on behalf)	Property Insurance	01/04/22	31/03/25	yes	31/03/2027		£655,585	Resources & Commercial
Accenture	SAP Payroll Contingency for D365	01/04/22	31/12/22	No		£300,000	£300,000	Resources & Commercial
New Era Fuel	Bulk Fuel Supply	01/04/22	31/03/24	No		£150,000	£150,000	Place - Communities
Dotted Eyes / Miso	FME Software	01/04/22	31/03/26	No		£41,000	£164,000	Resources & Commercial
Young Harrow Foundation	Young Harrow Foundation (YHF) to coordinate the delivery and evaluation of the DfE funded Holiday Activities and Food Programme and other grant funded activities on behalf of the Council and partners	01/04/22	31/03/25			£213,477	£213,477	Peoples - C&F
J B Riney & Co Ltd	Bannister Sports Centre - Overflow Car Park	04/04/22	03/03/23	No	No	£244,205	£244,205	Place - Economy & Culture
Bouygues E&S Solutions Ltd	Decarbonisation Works	20/04/22	31/12/22	No		£543,493	£615,510	Place - Climate Change & Natural Resources
Network Rail Infrastructure Ltd	Kodak Footbridge - Wealdstone	22/04/22	22/04/23	No		£339,885	£339,885	Place - Communities
Anglian Water Business (National) Limited Trading as Wave	Water Supply Contract	01/05/22	30/04/24	Yes	30/04/2026	£471,500	£1,886,000	Place - Climate Change & Natural Resources
Wex Europe Services Ltd	Fuel Cards Services	01/05/22	30/04/27	Yes	30/04/2029	£897,325	£6,281,278	Place - Communities
Charzy Ltd	Residential Charge Points	01/05/22	30/04/27	No	No	£109,000	£109,000	Place - Communities
The Romanian and Eastern European Hub	Homes for Ukraine - Refugee Support	01/05/22	31/03/23	No	No	£177,000	£177,000	Resources
Harcross Specialist Contractors Ltd	237 Long Elms Fire Reinstatement Works	25/05/22	25/08/22	No	No	£163,635	£163,635	Place - Housing
DSSL Group Ltd	CCTV Infrastructure Upgrade and Maintenance	14/06/22	13/06/27	yes	13/06/2032	Year 1 Capital £1,087,599.13 Annual Support & Maintenance (Years 1-10) £784,500.00	£1,872,099	Place - Communities
Symology Ltd	Highways Asset Management Community Engagement Software	21/06/22	20/06/24	Yes	20/06/2026	£93,953	£375,812	Place - Communities
Phoenix Software Ltd	Microsoft Enterprise Agreement and Azure Cloud Agreement	01/07/22	30/06/25	No		£1,044,068	£3,957,247	Resources & Commercial
Freeway Lift Services Ltd	Lift Services - Specialist Equipment	13/07/22	12/07/23	No		£200,000	£200,000	Place - Housing
Metropolitan Housing Trust	Extra Care Provision - Ewart House	25/07/22	24/07/27	Yes	24/07/2029	£926,724	£4,747,751	People - Adults
Borras Construction Limited	Fit out works at Sheldon House, Gayton Road	28/07/22	27/11/23	No			£662,287	Place - Communities
Public-i Group Limited	Hybrid Streaming Solution	29/07/22	28/07/27	No		£3,920	£149,659	Resources & Commercial
Harrow Citizens Advice Bureau Ltd	General Information and Advice Service	01/08/22	31/07/23	Yes	31/07/2024	£216,000	£432,000	Resources & Commercial
Gateville Group	Pinner Grove Communal Flooring Renewal	01/08/22	21/10/22	No	No	£100,123	£100,123	Place - Housing
Abavus Limited	Supply and Support of Council Services Digital Transformation Platform	01/08/22	31/07/24	yes	31/07/2026	£35,414	£141,654	Place - Communities
Compass Minerals UK Ltd	Supply of de-icing Brown Rock Salt	03/08/22	31/07/26	No	No	£120,500	£482,000	Place - Communities
Lift Maintenance	Lift & Engineering Services Ltd	12/08/22	11/08/27	No		£60,000	£300,000	Place - Communities
Medigold Health Consultancy Limited	Occupational Health & Employee Assistance Programme Contract	01/09/22	31/08/25	No	n/a	£90,000	£270,000	Resources - HR
W G Wigginton Limited	Security and Compliance - Homesafe 3	14/09/22	14/09/24	Yes	14/09/2026	£1,013,480	£4,053,920	Place - Housing
Essential Computing Limited	LMS365 (Learning Management System)	01/10/22	30/09/24	Yes	30/09/2026	£32,436	£135,994	Resources & Commercial
Lawrence Lynch Developments Ltd (LLD)	Pinnora Mews Site Management & Completion of Final Works	01/10/22	30/09/22	No	N/A		£150,000	Place - Regeneration & Planning
Harrow Together	Household Support Fund (Third Iteration) Community Hub / Harrow Help project - Universal food offer and winter warm packs	01/10/22	31/03/23	no	n/a		£140,000	Resources
Prospects Services Ltd	Careers Information Advice and Guidance Support Service	01/10/22	30/09/27	Yes	30/09/2029	£366,667	£1,922,709	Peoples - C&F
Sovereign Group Limited	Chichester Court - Windows Renewal	05/10/22	04/03/23	No	N/A	£333,809	£333,809	Place - Housing
Capita Resources Limited (Capita Security Watchdog)	DBS Checks	01/11/22	31/10/23	yes	31/10/2024	£90,000	£180,000	Resources & Commercial
Connells Residential	Sales and Marketing services for Grange Farm Phase 1 Shared Ownership homes	03/11/22	02/11/23	yes	02/05/24	n/a	1.25% of the estimated gross sales proceeds to be paid on completion of sales of units	Place - Housing
Esri UK Ltd	Provision of Geographic Information Systems (GIS) Software and Support	09/11/22	09/10/25			£62,978	£188,934	Resources & Commercial
Thomson Reuters Sweet & Maxwell	Knowledge Management Law Library	01/12/22	31/11/2025	No	N/A	£123,338	£388,823	Resources
Melis Consultants Ltd	Flood Management	01/12/22	30/11/27	no		£100,000 for first 4 years and final year £99,500	£499,500	Place - Communities
Imovo Limited	Payment Solutions - Lot 3: Fund Disbursement Solutions for the Provision of Local Government Funds Disbursement (Household Support Fund)	02/12/22	01/12/24	no		£0	£0	Resources - Strategy & Partnerships
Collier Contracts Limited	Demolition of Garages and construction of 5 bungalows, 4 flats and a community space at Brookside Close estate HA2 9AW	06/12/22	05/12/23	no		£4,209,806	£4,209,806	Place - Housing
Ventro Ltd	Fire Doors Programme (Lot 1: Schools)	10/12/22	31/07/2023	No	N/A	£1,111,243.73	£1,111,243.73	Place - Environment
Total							£78,650,313	
Number of Contracts							56	

Contracts Awarded between January 2022 & December 2022

Main Contractor	Title (*)	Start Date	Initial contract End Date	Extension available Yes/No	Extension end date	Annual Value	Total Value of Contract/ Framework	Department
Community Connex DARE KIDS Kids Can Achieve	Short breaks for disabled children - Framework	09/01/22	31/08/2023	Yes	31/08/2024	£370,000	£370,000	Peoples - C&F
Harrow Together	Harrow Community Champion Programme	11/01/22	30/04/24	no	n/a	£300,000	£300,000	Peoples - C&F
Family Action	Harrow SEND Information Advice Service (SENDIAS)	01/04/22	31/03/25	Yes	30/03/2027	£87,292	£436,981	Peoples - C&F
Compass - Services to Improve Health and Wellbeing	Harrow Young People's Substance Misuse Service	01/04/22	31/03/25	No		£239,000	£716,894	People - Public Health
Young Harrow Foundation	Young Harrow Foundation (YHF) to coordinate the delivery and evaluation of the DfE funded Holiday Activities and Food Programme and other grant funded activities on behalf of the Council and partners	01/04/22	31/03/25			£213,477	£213,477	Peoples - C&F
Metropolitan Housing Trust	Extra Care Provision - Ewart House	25/07/22	24/07/27	Yes	24/07/2029	£926,724	£4,747,751	People - Adults
Prospects Services Ltd	Careers Information Advice and Guidance Support Service	01/10/22	30/09/27	Yes	30/09/2029	£366,667	£1,922,709	Peoples - C&F
Total							£8,337,813	
Number of Contracts								7

Contracts Awarded between January 2022 & December 2022

Main Contractor	Title (*)	Start Date	Initial contract End Date	Extension available Yes/No	Extension end date	Annual Value	Total Value of Contract/ Framework	Department
Avison Young (UK) Ltd	Commercial and Financial Advisor HSDP	03/01/22	03/01/24	Yes	03/01/2026	£69,000	£276,000	Place - Regeneration & Planning
Senator	Depot Fit Out	04/01/22	04/01/23	No		£692,482	£692,482	Place - Regeneration & Planning
Each Counselling and Support	Rough Sleeping Accommodation Programme	10/01/22	31/03/24	No		£124,039	£279,988	Place - Housing
Milestone Contracting Limited	Renewal of Roofs - Residential Street Dwellings	11/01/22	31/05/22	no	n/a	£358,084	£358,084	Place - Housing
NR Limited (trading as Cornerstone Personnel)	Managed Service for Special Needs Transport & Associated Services	25/01/22	03/04/26	Yes		£4,900,000	£34,972,510	Place - Communities
HLM Architects	Harrow New Civic Design Advisor	31/01/22	01/02/24	Yes	01/02/2026	£36,960	£147,840	Place - Communities
Wybone Ltd	Food Waste Bin Housings	01/02/22	30/01/23	NO		£275,000	£275,000	Place - Communities
Ridge & Partners LLP	Employer's Agent for the Housing In-Fill Programme Lot 1	21/03/22	20/03/25	Yes	20/03/2026	£150,000	£504,700	Place - Housing
Airey Miller Ltd	Employer's Agent for the Housing In-Fill Programme Lot 2	21/03/22	20/03/25	Yes	20/03/2026	£150,000	£691,323	Place - Housing
New Era Fuel	Bulk Fuel Supply	01/04/22	31/03/24	No		£150,000	£150,000	Place - Communities
J B Riney & Co Ltd	Bannister Sports Centre - Overflow Car Park	04/04/22	03/03/23	No	No	£244,205	£244,205	Place - Economy & Culture
Bouygues E&S Solutions Ltd	Decarbonisation Works	20/04/22	31/12/22	No		£543,493	£615,510	Place - Climate Change & Natural Resources
Network Rail Infrastructure Ltd	Kodak Footbridge - Wealdstone	22/04/22	22/04/23	No		£339,885	£339,885	Place - Communities
Anglian Water Business (National) Limited Trading as Wave	Water Supply Contract	01/05/22	30/04/24	Yes	30/04/2026	£471,500	£1,886,000	Place - Climate Change & Natural Resources
Wex Europe Services Ltd	Fuel Cards Services	01/05/22	30/04/27	Yes	30/04/2029	£897,325	£6,281,278	Place - Communities
Char.gy Ltd	Residential Charge Points	01/05/22	30/04/27	No	No	£109,000	£109,000	Place - Communities
Harcross Specialist Contractors Ltd	237 Long Elms Fire Reinstatement Works	25/05/22	25/08/22	No	No	£163,635	£163,635	Place - Housing
DSSL Group Ltd	CCTV Infrastructure Upgrade and Maintenance	14/06/22	13/06/27	yes	13/06/2032	Year 1 Capital £1,087,599.13 Annual Support & Maintenance (Years 1-10) £784,500.00	£1,872,099	Place - Communities
Symology Ltd	Highways Asset Management Community Engagement Software	21/06/22	20/06/24	Yes	20/06/2026	£93,953	£375,812	Place - Communities
Freeway Lift Services Ltd	Lift Services - Specialist Equipment	13/07/22	12/07/23	No		£200,000	£200,000	Place - Housing
Borras Construction Limited	Fit out works at Sheldon House, Gayton Road	28/07/22	27/11/23	No			£662,287	Place - Communities
Gateville Group	Pinner Grove Communal Flooring Renewal	01/08/22	21/10/22	No	No	£100,123	£100,123	Place - Housing
Abavus Limited	Supply and Support of Council Services Digital Transformation Platform	01/08/22	31/07/24	yes	31/07/2026	£35,414	£141,654	Place - Communities
Compass Minerals UK Ltd	Supply of de-icing Brown Rock Salt	03/08/22	31/07/26	No	No	£120,500	£482,000	Place - Communities
Lift Maintenance	Lift & Engineering Services Ltd	12/08/22	11/08/27	No	No	£60,000	£300,000	Place - Communities
W G Wiggington Limited	Security and Compliance - Homesafe 3	14/09/22	14/09/24	Yes	14/09/2026	£1,013,480	£4,053,920	Place - Housing
Lawrence Lynch Developments Ltd (LLD)	Pinnora Mews Site Management & Completion of Final Works	01/10/22	30/09/22	No	N/A		£150,000	Place - Regeneration & Planning
Sovereign Group Limited	Chichester Court - Windows Renewal	05/10/22	04/03/23	No	N/A	£333,809	£333,809	Place - Housing
Connells Residential	Sales and Marketing services for Grange Farm Phase 1 Shared Ownership homes	03/11/22	02/11/23	yes	02/05/24	n/a	1.25% of the estimated gross sales proceeds to be paid on completion of sales of units	Place - Housing
Metis Consultants Ltd	Flood Management	01/12/22	30/11/27	no		£100,000 for first 4 years and final year £99,500	£499,500	Place - Communities
Collier Contracts Limited	Demolition of Garages and construction of 5 bungalows, 4 flats and a community space at Brookside Close estate HA2 9AW	06/12/22	05/12/23	no		£4,209,806	£4,209,806	Place - Housing
Ventro Ltd	Fire Doors Programme (Lot 1: Schools)	10/12/22	31/07/2023	No	N/A	£1,111,243.73	£1,111,243.73	Place - Environment
Total							£61,368,450	
Number of Contracts							32	

Contracts Awarded between January 2022 & December 2022

Main Contractor	Title (*)	Start Date	Initial contract End Date	Extension available Yes/No	Extension end date	Annual Value	Total Value of Contract/ Framework	Department
TechnoWorld	Supply of laptops	07/02/22	06/02/23	No		£169,000	£171,913	Resources & Commercial
Bytes Software Services Ltd	IT Consultancy and Support	14/02/22	31/10/22	No	No	£479,705	£479,705	Resources & Commercial
Zurich Municipal	Liability Insurance	01/04/22	31/03/25	yes	31/03/2027		£1,153,190	Resources & Commercial
Protector (AON will invoice on behalf of)	Property Insurance	01/04/22	31/03/25	yes	31/03/2027		£655,585	Resources & Commercial
Accenture	SAP Payroll Contingency for D365	01/04/22	31/12/22	No		£300,000	£300,000	Resources & Commercial
Dotted Eyes / Miso	FME Software	01/04/22	31/03/26	No		£41,000	£164,000	Resources & Commercial
The Romanian and Eastern European Hub	Homes for Ukraine – Refugee Support	01/05/22	31/03/23	No	No	£177,000	£177,000	Resources
Phoenix Software Ltd	Microsoft Enterprise Agreement and Azure Cloud Agreement	01/07/22	30/06/25	No		£1,044,068	£3,957,247	Resources & Commercial
Public-I Group Limited	Hybrid Streaming Solution	29/07/22	28/07/27	No		£3,920	£149,659	Resources & Commercial
Harrow Citizens Advice Bureau Ltd	General Information and Advice Service	01/08/22	31/07/23	Yes	31/07/2024	£216,000	£432,000	Resources & Commercial
Medigold Health Consultancy Limited	Occupational Health & Employee Assistance Programme Contract	01/09/22	31/08/25	No	n/a	£90,000	£270,000	Resources - HR
Essential Computing Limited	LMS365 (Learning Management System)	01/10/22	30/09/24	Yes	30/09/2026	£32,436	£135,994	Resources & Commercial
Harrow Together	Household Support Fund (Third Iteration) - Community Hub / Harrow Help project - Universal food offer and winter warm packs	01/10/22	31/03/23	no	n/a		£140,000	Resources
Capita Resources Limited (Capita Security Watchdog)	DBS Checks	01/11/22	31/10/23	yes	31/10/2024	£90,000	£180,000	Resources & Commercial
Esri UK Ltd	Provision of Geographic Information Systems (GIS) Software and Support	09/11/22	09/10/25			£62,978	£188,934	Resources & Commercial
Thomason Reuters Sweet & Maxwell	Knowledge Management Law Library	01/12/22	31/11/2025	No	N/A	£123,338	£388,823	Resources
i-movo Limited	Payment Solutions - Lot 3: Fund Disbursement Solutions for the Provision of Local Government Funds Disbursement (Household Support Fund)	02/12/22	01/12/24	no		£0	£0	Resources - Strategy & Partnerships
Total							£8,944,050	
Number of Contracts								17



Report for: Overview and Scrutiny Committee

Date of Meeting:	18 April 2023
Subject:	Scrutiny Annual Report 2022-23
Responsible Officer:	Shumaila Dar, Interim Assistant Director, Strategy & Partnerships
Scrutiny Lead Member area:	All
Exempt:	No
Wards affected:	All
Enclosures:	Appendix 1: The Scrutiny Annual Report Appendix 2: Scrutiny Committee Business and Attendance 2022-2023

Section 1 – Summary and Recommendations

This report provides the Scrutiny Annual Report for 2022-2023, as developed by the Scrutiny Leadership Group which comprises the chairs and vice-chairs of the Overview and Scrutiny Committee and its sub-committees, and the Scrutiny Lead members.

Recommendations:

The Overview and Scrutiny Committee is asked to:

1. Consider and agree the Scrutiny Annual Report 2022-2023
2. Submit the Scrutiny Annual Report 2022-2023 to Full Council for endorsement

Section 2 – Report

The council's constitution requires the Overview and Scrutiny Committee to report annually on its activities to Full Council. The attached Scrutiny Annual Report is the draft final report. This has been developed by the Scrutiny Leadership Group, which comprises the chairs and vice-chairs of the Overview and Scrutiny Committee and its sub-committees, and the Scrutiny Lead members. The Scrutiny Annual Report outlines the activities of the Overview and Scrutiny Committee, the scrutiny sub-committees and the scrutiny lead councillors during the 2022-2023 municipal year.

Scrutiny's focus has been dominated by the changes in senior leadership and a range of new members joining the committee. The closure of the civic centre and the relocation and regeneration projects across the borough have been important highlights to the committee. The scrutiny work programme for 2022-2023 has reflected this change in priorities.

Ward Councillors' Comments

Not applicable as report relates to all wards.

Financial Implications

There are no financial issues associated with this report.

Performance Issues

There are no performance issues associated with this report.

Environmental Impact

There is no environmental impact associated with this report

Risk Management Implications

There are no risk management implications associated with this report.

Equalities implications / Public Sector Equality Duty

An Equalities Impact Assessment has not been undertaken for this report as it summarises the activities of scrutiny and does not propose any changes to service delivery.

Council Priorities

All

Section 3 - Statutory Officer Clearance

Not required for this report.

Mandatory Checks

Ward Councillors notified: NO*, as it impacts on all Wards

Section 4 - Contact Details and Background Papers

Contact: Anthony Ilesanmi, Assistant Policy Officer Job Title, 07599 656811, Anthony.ilesanmi@harrow.gov.uk

Background Papers: None

This page is intentionally left blank

Harrow Annual Scrutiny Report 2022/23

Overview and Scrutiny Committee – Councillors Amir Moshenson (Chair) and Dean Gilligan (Vice-Chair)

Our Role

As always, our vision for scrutiny in Harrow has been cross-party investigation of issues and decisions that are important to residents. This guides the development of our work programme and ensures a balance between holding the council administration and health partners to account, as well as investigating and influencing the Council and partners' approaches to issues of concern to residents.

The Council's scrutiny function is driven forward by the Scrutiny Leadership Group, made up of the chairs and vice-chairs of the committees and the scrutiny leads, whose work and achievements are highlighted in this report. The Scrutiny Leadership Group provides strategic direction to the scrutiny function and helps to ensure that we maintain an effective focus for our work, acting as a critical friend to the Council and influencing key decisions. Meetings are held bimonthly, and they bring together the feedback from scrutiny leads on progress in their different service areas.

Highlights

The Overview and Scrutiny Committee are happy to have inducted a new team of councillors in their respective scrutiny roles. For many new councillors, this is their first introduction to scrutiny and the O&S Committee has focused on ensuring that scrutiny members develop into their roles and equip them with the understanding to successfully deliver their respective work plans.

The new scrutiny team has been looking very closely at customer experience and what that means for Harrow residents. The team prioritises and continues to focus on key challenges impacting Harrow's residents. It also ensures that thorough research is conducted in exploring these important areas so that residents have access to the best possible service from the council and partners. The O&S committee is very focused on resident experience and raises many questions that are focused on the everyday experience of residents in the borough.

"The new team in scrutiny has been looking at critical areas with the most impact on residents with fresh eyes." – Councillor Amir Moshenson.

The Focus of Work over the Past Year

Our focus this year has been on the new corporate priorities and what this means for the council and its residents. These priorities will form a substantial part of the work the Overview & Scrutiny Committee will be doing the current work period. We will also be looking at the priorities in conjunction to the Harrow Strategic Development Partnership Work Plan.

Another key area for the O&S Committee is the council's dedication to improving customer experience. This will be constantly reviewed, and all members of the committee will have this principle at the forefront of every decision made. When discussing service delivery and financial prudence, it is paramount that customer experience is addressed and prioritised.

Over the past year, the O&S Committee has met a total of eight times where we have discussed:

- Budget – The approved budget for this year has implications for a range of service changes and savings. We have continued to monitor how this will impact service provision within the work force and how this impacts residents. We have looked at mitigating circumstances to ensure that the council can continue to produce services of a good and reasonable standard
- Scrutiny work programme – We have finalised the Scrutiny work programme of 2022-26 and we will continue to monitor its effectiveness.
- Regeneration – Given the formal closing of the Civic Centre this year, a large amount of our work is understanding what this means for the workforce and the future of front facing services for the residents of Harrow.
- The Corporate Plan – With the new administration coming into the council, we have been working with senior management to ensure that the plan aligns with the key priorities of the council representatives. We look forward to working with the Corporate Leadership Team throughout the work programme.
- Customer Experience – A key priority for the council is the way it delivers on improving customer experience. We have been constantly looking at how the council engages with its residents and how to do this in a more efficient way. As stated, we will have this key priority at the forefront of our decision making.
- Community Safety Strategy – We are proud to say that Harrow is one of the safest boroughs in London and we aim to maintain this. We have looked at key areas that of community safety which will help us to maintain this and improve community safety in general. We look forward to seeing the effects of its implementation

The Overview & Scrutiny Committee appreciates and recognises the Leader of the Council's engagement with the committee. He has engaged scrutiny on the development of the corporate priorities by attending the Scrutiny Leadership Group in December and making it a focus of the January Q&A alongside budget, as we recognise delivering priorities and flagship actions goes hand in hand with the Medium-Term Financial Strategy (MTFS). We look forward to continued work with him.

Performance and Finance Scrutiny Sub-Committee

Councillors Yogesh Teli (Chair) and Graham Henson (Vice-Chair)

Our Role

As members of the Performance and Finance Scrutiny Sub-Committee, it is our role to challenge and scrutinise the council and its partners' performance against priorities in terms of finance, operational delivery, and service provision. It is imperative that the scrutiny is performed in a constructive manner that is apolitical, is focused on improving the council's performance and most importantly, ensures the provision of efficient services that are considered value-for-money for the taxpayer.

Key Highlights of Municipal Year

This year, the sub-committee has focused on scrutinising council documentation and reports detailing the finances of the borough. We are pleased with the provision of information at the set time parameters which allows us to scrutinise more effectively, and we welcome this to continue at the same pace. We were pleased with the quarterly finance reports as they were

well prepared and highlighted the financial pressure the council is under and the mitigation that has been put into place.

We have also focussed on pre-consultation meetings to ensure that the chair and co-chair is informed about contents and issues.

Another highlight is the adoption of the budget and Medium-Term Financial Strategy.

The Focus of Work Over the Past Year

This past year we have focussed on the monitoring of the 2022/23 budget. We are pleased that it came within the expected parameters and was presented well. We look forward to receiving more budgets like this in the future.

In addition to the financial performance of the council we look to develop key performance indicators to measure against to ensure the progress in the management of council finances.

Impact & Value of Scrutiny

This period of scrutiny has allowed us to develop a proper budget for this year and the following year. A budget that we will continue to maintain and monitor to ensure value for money for Harrow residents. The budget and the corporate plan have provided the council the direction of travel and a better understanding of the council's position. The monitoring of the budget allowed us to see the pressure points within the borough. This allowed us to see how the council was mitigating these pressure points and key steps being taken by the council ensure financial stability.

The scrutiny function as a result has been beneficial to the way the council has used its financial resources. We aim to continue to work in this manner to ensure more economic prosperity for the council and its residents.

Work Priorities for Next Year

We will continue to monitor this year's work plan to make sure it aligns with council functions and necessities. We aim to follow through with the various aspects of the Scrutiny program and develop others which benefits all parts of the council's workforce. Another possible key area next year is the changes to the regeneration programme.

Scrutiny will be invaluable in delving deeper into the impacts of the service changes. We are looking forward to scrutiny procedures which will allow us to gain a better understanding of council priorities. A key part of this is the reintroduction of performance boards which will provide a robust performance reporting regime following the pandemic pause, it will be critical to scrutiny's role that involves Performance & Finance. The chair and vice-chair will continuously analyse these so that they can analyse performance areas and escalate to committee as necessary.

This method and dedication to tracking performance will allow Scrutiny to make positive and necessary inflections so that residents can continue to be served efficiently.

Health and Social Care Scrutiny Sub-Committee – Councillors Chetna Halai (Chair), Rekha Shah (Vice-Chair) & Dr Antonio Weiss

Our Role

As members of the Health and Social Care Scrutiny sub-committee, it is our role to be the key driver of the scrutiny function's health and social care scrutiny programme and maintain relationships with health and social care colleagues and partners in relation to shared stated priorities, in consultation with the Overview & Scrutiny Committee.

We have specific responsibility for scrutiny of the following functions:

- Health and social care infrastructure and service
- NHS England, Clinical Commissioning Groups (CCGs) and the Health and Wellbeing Board
- Public Health
- Other policy proposals which may have an impact on health, public health, social care and wellbeing
- Collaborative working with health agencies
- Commissioning and contracting health services

Key Highlights of Municipal Year

Over the past year the Health and Social Care Subcommittee has maintained its dedication in improving and maintaining high standards of health for Harrow residents. One achievement is our very close scrutiny of the relocation of St Marks Orthopaedic surgery to Central Middlesex Hospital to ensure the move benefits Harrow residents.

In addition to this our work so far has involved reviews of:

- Childhood immunisations in Harrow,
- System winter plans & pressures,
- Health and social care system pressures,
- Key issues affecting Northwest London (NWL) via the Northwest London Joint Health Overview and Scrutiny Committee

The Focus of Work over the Past Year

Throughout 2022/23, the impact of COVID-19 has been under constant supervision by the Health and Social Care committee. As the borough transitions into the post-pandemic period, we will continue to monitor the effects of COVID-19 on residents and how to mitigate any public health concerns.

We are focussing on raising the standards of healthcare affecting Harrow residents and neighbouring boroughs. This is a continuous key priority of our agenda, and we continue to meet with relevant stakeholders to ensure that this is reflected in our services.

In addition to this our other areas of focus have been maternity services in the borough and how to improve them, key issues around nursing, and we will continue to review childhood immunisations to ensure Harrow's children have the best outcome.

Due to the high number of children receiving vaccinations throughout the UK over the last 50 years, many serious childhood infectious diseases have disappeared altogether, like diphtheria, polio or tetanus, or have been dramatically reduced, such as measles and whooping cough. Unless a high level of vaccine uptake remains, many of these serious infectious diseases will return. The Covid pandemic and ensuing vaccine programme highlighted the inequalities in vaccine uptake within the marginalised or more deprived communities.

The committee is exploring how childhood immunisations are commissioned and provided through the NHS and will investigate issues which compromise vaccine uptake locally. As Harrow is showing a decline in some childhood immunisations. We are keen to dig into the factors affecting this locally and regionally. While Public Health focuses on promoting childhood vaccinations, the delivery is via Health partners, so we will examine the issue via all fronts, including:

- Responsibilities for oversight, commissioning, and provision
- Local uptake figures
- Local demographic and other factors determining uptake
- Roles and current activity to promote uptake
- Key issues and challenges

Impact and Value of Scrutiny

Scrutiny allows us to provide and ensure better health services for Harrow Residents. The apolitical nature of scrutiny gives us the function of being able to address challenges using multiple voices and rationale. The various key areas within healthcare that have been covered this year and brought back to committee is key for continuous improvements in healthcare provision around the borough and North West London.

For the Health and Social Care committee, the value of scrutiny is carefully questioning what is already within current health care provisions and key personnel answerable to Harrow Residents. This allows us to cover key areas within healthcare and review them appropriately for continuous improvements.

Work Priorities for Next Year

Looking ahead, the current work programme will continue to be observed and any future recommendations made will be based on the outcomes and emerging issues within this current work period. A potential area to look at in next year's programme is striking a balance between strategic and operational mechanisms of the services that we scrutinise. We want to ensure that services are being provided according to needs of Harrow Residents and as important as the scrutiny function is we want to be able to provide a working comparison between this and our services.

The focuses of next year's work programme will be:

- Ongoing reviews of elective orthopaedic operations at Middlesex Hospital
- Improvements at Maternity at Northwick Park Hospital as inspected by the Care Quality Commission
- Raising standards for nursing recruitment and focus on retainment of staff
- Improve childhood immunisations
- Clearing Covid backlogs

- Improving GP appointments accessibility for patients

“I have enjoyed exploring a wide range of healthcare matters affecting the residents of Harrow and wider. I have enjoyed leading this Committee and working with members to make a tangible impact on health outcomes in the borough.” – Councillor Chetna Halai.

People Scrutiny Leads– Cllr Jerry Miles & Cllr Govind Bharadia

Our Role

As scrutiny lead members for the People Directorate, our role is to be a critical friend to the organisation and to help residents of Harrow of all ages – from birth to old age.

Key Highlights of Municipal Year

The People’s committee would like to pay tribute to Paul Hewitt, the previous Corporate Director of Peoples Services, who retired in September. It was a pleasure to have worked with him over the years and his dedication to Harrow Residents and the council will be missed. We look forward to continuing to work closely with the new Corporate Director, Senel Arkut and the Director of Children Services, Peter Tolley.

The key highlight of our work over the past year has involved examining the Council’s change in administration and navigating this to ensure that we continue to serve the residents of Harrow with our continuous diligence. Another key highlight has been looking at the closure of the civic centre and the relocation to Gayton Road as a new structural base where Housing and Social care services can work together.

The Focus of Work over the Past Year

A large part of our work in the previous cycle was determining the effects of COVID-19 on all residents in the borough, this remains a part of our work and we are focussing on looking at the effects of COVID-19 post-pandemic.

Another work area is examining the budget for social care in the medium term. In our examination it was found that teams were being consolidated and resources better managed, ensuring continuous value for money in service provision and at the same time making sure that the services are delivered to a high standard.

In addition, we looked at the impact of the ongoing Regeneration Programme in Wealdstone on community cohesion in the area as well as the council’s efforts to augment this. We also monitored the recovery of the Northwick Park Maternity Unit, and the Adult Social Care Reforms and what impact they have on Harrow’s residents and local services.

Impact and Value of Scrutiny

Scrutiny continues to be a positive force in service provision in Harrow. The collaboration between all council members makes scrutiny a rewarding process and the impact and value continues in this cycle. It is a function that has facility to hold the Chief Executive, the Leader of the Council, and Portfolio Holders to account in special meetings or by invitation and this ensures viewpoints are reflected in the Cabinet. In our area, we will be ensuring that services are maintained and improved amidst a challenging time for resources in the budget agreed by the Council.

Work Priorities for Next Year

Looking ahead, the effects of COVID-19 still need to be researched and analysed as it is an issue which, despite the advances in medication and healthcare has had widespread impact on not only health but a pressures range of social provisions across London, including Harrow.

As a result, we will pay particular attention to children's services that were affected greatly during the pandemic. Schools and education were greatly impacted, and it is necessary to keep this as a priority.

We also want to prioritise children's mental health wellbeing and have recommended working with the children's charity Barnardo's. We are proud to say that children's mental health and wellbeing is at the forefront of our priorities, and we worked with partners to conduct the 'How Are You?' survey to understand more about children's needs. We appreciate that children are often placed in difficult situations especially due to the pressures of social media. We will ensure that there a range of activities and services available to the children of Harrow and scrutinise their standards of delivery.

We will also continue to monitor adult's social care as part of the current work programme. The impact of budgets cuts and constraints on delivering services like social care, which makes up significant proportion of council expenditure, will be monitored to ensure services are still being delivered to a good standard. Therefore, the council is redesigning its services to integrate the concept of family hubs and scrutiny will follow developments with interest.

"Scrutiny should be a critical friend of the Council, and it should work closely with the Council and its stakeholders to ensure that the services provided to residents are efficient, effective and meet the needs of the local community" – Councillors Jerry Miles and Govind Bharadia.

Community Scrutiny Leads – Councillors June Baxter and Dan Anderson

Our Role

In Community, we look at a wide range of issues; from the environment, libraries, and homelessness, to cleanliness, personal safety, and roadworks - things that affect residents directly. The focus over the past year has been on Harrow residents and ensuring that the needs of the community are considered when decisions are taken that impact their lives.

Key Highlights of Municipal Year

A key part of our work for this year was looking at the Harrow Strategic Development Partnership. Scrutiny reviewed and analysed the HSDP and recommended actions.

In this review we discussed:

- Public Parking on the site of the new town hall
- The use of property in phase three of the Grange Farm business plan
- Time scales of service delivery
- Property prioritisation of Harrow Residents

The Focus of Work Over the Past Year

The Community Safety Strategy is a legal requirement, it is important that this remains current and reflects changes in the borough. This updated strategy has allowed the new Administration to set out its priorities for community safety in Harrow.

The Safer Harrow Partnership is responsible for this strategy through a multi-agency approach and are accountable for its effective implementation. To ensure that the priorities in this strategy are implemented, several workstreams will be established which will report back to the main group. All progress under each workstream will be monitored through quarterly reporting at Safer Harrow to achieve the best possible outcomes.

The strategy outlines six community safety priorities for Harrow, and how each of these priorities will be measured, and progress monitored. These priorities were identified through the analysis of Harrow-specific data and trends and were proposed by statutory and non-statutory partners at consultation workshops.

Scrutiny will be invaluable in making sure that the Community Safety Plan aligns with the flagship action of a borough that is clean and safe. We have worked with our statutory and VCS partners as well as residents, communities, local businesses. All our stakeholders will be instrumental in keeping the people of Harrow safe from crime and repeat victimisation and help us achieve our outcomes. Scrutiny will continue to monitor the strategy and its delivery alongside the work with various VCS partners and stakeholders to ensure the Community Safety Plan is suited to the needs of the borough and its residents. We are dedicated to ensuring that Harrow remains one of the safest boroughs in London.

Impact and Value of Scrutiny

The Scrutiny function allows us to hold members of the Cabinet to account. In our work this was beneficial as it allowed us to look directly and initiatives that affect residents and provided us with the functions to improve on said initiatives.

Work Priorities for Next Year

We will continue to monitor the current work programme and make changes if and when necessary. At this point we are focussing on the Community Safety Programme and the Harrow Strategic Development Partnership. We are paying particular attention to how these schemes will work in practice and look forward to analysing results in the future.

Resources Scrutiny leads – Councillors Phillip O’Dell and Samir Sumaria

Our Role

We are involved in shaping the Scrutiny Work Programme as part of the Scrutiny Leadership Group. Our focus is to ensure that services and programmes within the Resources directorate are reflected in scrutiny’s work. We work with the Corporate Director of Resources to review and understand the improvements made by the directorate as part of the Modernisation Programme.

Key Highlights of Municipal Year

Over the past year, a great amount of the directorate’s capacity has involved the post-pandemic implications for the workforce following the return to in-person working for large

numbers. We continue to look at what this means for service provision within the council. We have been happy to meet with the interim corporate director to discuss this in more detail in a series of meetings and look forward to a continuous positive working relationship with the Corporate Leadership Team.

We have also looked at how council performance boards will look like in its new form going forward due to their reinstatement post Covid. We anticipate that this would be a positive and functional way of making sure the council hits its targets and works more efficiently.

Another highlight for us was the creation of the work programme for the year. We look forward to working with members to ensure there is proper scrutiny of the council's services to provide our residents with the best possible services locally.

The Focus of Work Over the Past Year:

Over the past year our focus has been on customer experience and what this means for Harrow residents. We are continuously working on exploring how to best deliver for residents and want our work to encompass this. We continue to deliberate with stakeholders regarding the best course of action to ensure that residents' customer experience is optimised, and they can access and use council resources effectively.

Impact and Value of Scrutiny:

We believe that scrutiny is an important function for the council. Scrutiny ensures that the Cabinet and officers are held accountable for decisions that will impact our residents and it is an effective mechanism in ensuring the right decisions are made. The value of scrutiny this year for our committee is introducing the aims, objectives and methodology of the work programme and our customer experience priorities.

As we continue, the work on the current work programme we believe there will be more impact for scrutiny as the year goes on.

Work Priorities for Next Year:

We believe that as the work programme was formally agreed this year, there needs to be a suitable period to measure the success of the programme.

However, we believe that the main challenges for the year ahead evolve around the council providing value for money to residents, given the increase in council tax and ensuring that customer service benefits the residents in an optimal way. There needs to be more resident engagement that benefits the local community to ensure we are putting residents first. We aim to study this in our Customer Experience Review.

The review sets out to investigate how we might use the Council's policies and strategies to help improve the customer experience through monitoring the progress of the customer experience action plan agreed at Cabinet and considering future customer needs, modern customer service delivery models and technology and the best outcomes for the Borough.

The main objectives of the review are:

- To monitor the progress on more intuitive digital access for residents e.g., refined search options on webpage
- To better understand digital exclusion and those affected by it
- Review how services are delivered (such as the front door to Adult Social care and Council Tax) and key customer journeys (such as subscribing to Garden Waste, reporting bin issues and ordering a parking permit)

- To ensure an improvement in the council's complaints process and interaction with elected members
- To ensure an improvement in the customer journey using the webpage and phone lines

We look forward to developing this work to ensure that services are built around the customer and identifying key problems. This will be a large part of our work this period.

Appendix 2

Scrutiny Committee Business and Attendance 2022-2023

Performance and Finance Sub Committee

Chair: Councillor Yogesh Teli

Vice Chair: Councillor Graham Henson (Vice-Chair)

Other Members: Councillors; Nitesh Hirani, Samir Sumaria, Natasha Proctor, Salim Chowdhury (Reserve), Govind Bharadia (Reserve), Vipin Mithani (Reserve), Dan Anderson (Reserve) and Kandy Dolor (Reserve)

Meetings	Attendance	Main Items
27 July 2022	Scrutiny Members: Councillor Yogesh Teli (Chair) Councillor Graham Henson (Vice-Chair) Councillor Samir Sumaria Councillor Nitesh Hirani Councillor Natasha Proctor	<ul style="list-style-type: none">• Revenue and Capital Monitoring 2021-2022
13 December 2022	Scrutiny Members: Councillor Yogesh Teli (Chair) Councillor Graham Henson (Vice-Chair) Councillor Samir Sumaria Councillor Nitesh Hirani Councillor Natasha Proctor Councillor Govind Bharadia (Guest)	<ul style="list-style-type: none">• Draft Revenue Budget 2023/24• Draft Medium-Term Financial Strategy 2023/24 to 2025/26• Draft Capital Programme 2023/24 to 2025/26
28 March 2023	TBC	<ul style="list-style-type: none">• Final Revenue Budget 2023/24• Medium-Term Financial Strategy 2023/24 to 2025/2026

Overview and Scrutiny Committee

Chair: Councillor Amir Moshenson

Vice-Chair: Councillor Dean Gilligan

Other Members: Councillors; June Baxter, Govind Bharadia, Vipin Mithani, Samir Sumaria, Dan Anderson, Eden Kulig, Phillip O'Dell, Philip Benjamin (Reserve), Ramji Kanji Chauhan (Reserve), Matthew Goodwin-Freeman (Reserve), Kuha Kumaran (Reserve), Salim

Chowdhury (Reserve), Rashmi Kalu (Reserve), Jerry Miles (Reserve), Sasi Suresh (Reserve), Dr Antonio Weiss (Reserve)

Co-Optees: Reverend P Reece, Ms M Trivedi, Harrow Youth Parliament Representative

Meetings	Attendance	Main Items
26 May 2022 (Special)	<p>Scrutiny Members: Councillor Amir Moshenson (Chair)</p> <p>Councillor Govind Bharadia Councillor Vipin Mithani Councillor Samir Sumaria Councillor June Baxter Councillor Dan Anderson Councillor Dean Gilligan Councillor Eden Kulig Councillor Philip O'Dell</p>	<ul style="list-style-type: none"> • Appointment of Vice Chair • Establishment of Sub-Committees 2022/23 • Appointment of Scrutiny Leads 2022/23
17 October 2022	<p>Portfolio Holder Councillor Paul Osborn, Leader of the Council</p> <p>Scrutiny Members: Councillor Amir Moshenson (Chair) Councillor Dean Gilligan (Vice-Chair)</p> <p>Councillor Govind Bharadia Councillor Matthew Goodwin-Freeman (Representative, substitute for Councillor Vipin Mithani) Councillor Samir Sumaria Councillor June Baxter Councillor Jerry Miles (Representative, substitute for Councillor Dan Anderson) Councillor Dean Gilligan Councillor Eden Kulig Councillor Philip O'Dell</p> <p>Councillor Dr Antonio Weiss (Reserve)</p>	<ul style="list-style-type: none"> • Question and Answer Session with the Leader of the Council and Chief Executive • Achievements to date • Finance overview • Accommodation Update
8 November 2022	<p>Portfolio Holder Councillor Marilyn Ashton</p> <p>Scrutiny Members:</p>	<ul style="list-style-type: none"> • Scrutiny Work Programme 2022-26 • Harrow Strategic Development

	<p>Councillor Amir Moshenson (Chair) Councillor Dean Gilligan (Vice-Chair)</p> <p>Councillor Matthew Goodwin-Freeman (Representative, substitute for Councillor Govind Bharadia) Councillor Samir Sumaria Councillor June Baxter Councillor Dan Anderson Councillor Dean Gilligan Councillor Eden Kulig Councillor Philip O'Dell</p>	Partnership – Review
10 January 2023 (Special)	<p>Portfolio Holder Councillor Paul Osborn, Leader of the Council</p> <p>Scrutiny Members: Councillor Amir Moshenson (Chair) Councillor Dean Gilligan (Vice-Chair)</p> <p>Councillor Matthew Goodwin-Freeman (Representative, substitute for Councillor Govind Bharadia) Councillor Samir Sumaria Councillor June Baxter Councillor Dan Anderson Councillor Dean Gilligan Councillor Eden Kulig Councillor Dr Antonio Weiss (Representative, substitute for Councillor Philip O'Dell)</p>	<ul style="list-style-type: none"> • Question and Answer Session with Leader of the Council and Chief Executive
9 February 2023	<p>Scrutiny Members: Councillor Amir Moshenson (Chair) Councillor Dean Gilligan (Vice-Chair)</p> <p>Councillor Govind Bharadia Councillor Samir Sumaria Councillor June Baxter Councillor Dean Gilligan Councillor Philip O'Dell Councillor Sasi Suresh (Representative, substitute</p>	<ul style="list-style-type: none"> • The Corporate Plan • Scrutiny Review on Customer Experience

	for Councillor Dan Anderson)	
18 April 2023	TBC	<ul style="list-style-type: none"> • Community Safety Strategy • Annual Scrutiny Report • Annual Children and Adults Complaints Report

Health and Social Care Sub-Committee

Chair: Councillor Chetna Halai

Vice Chair: Councillor Rekha Shah

Other Members: Councillors; Govind Bharadia, Vipin Mithani, Maxine Henson, Samir Sumaria (Reserve), Yogesh Teli (Reserve), Kuha Kumaran (Reserve), Simon Brown (Reserve), Natasha Proctor (Reserve), Julian Maw (Advisor)

Meetings	Attendance	Main Items
27 June 2022	Scrutiny Members	
	Councillor Chetna Halai (Chair) Councillor Rekha Shah (Vice-Chair) Councillor Govind Bharadia Councillor Vipin Mithani Councillor Maxine Henson Councillor Samir Sumaria Councillor Hitesh Karia Councillor Pritesh Patel Co-Optees Julian Maw	<ul style="list-style-type: none"> • Appointment of Vice-Chair • Appointment of (Non-Voting) Adviser to the Sub-Committee 2022/23 • Health & Wellbeing Strategy • Health and Social care system pressures
29 November 2022	Scrutiny Members: Councillor Chetna Halai (Chair) Councillor Rekha Shai (Vice-Chair) Councillor Govind Bharadia Councillor Vipin Mithani Councillor Maxine Henson	<ul style="list-style-type: none"> • System Winter Plan • LNWHT Strategy • Update on St Mark's Hospital – Relocation of Services •

<p>21 February 2023</p>	<p>Scrutiny Members: Councillor Chetna Halai (Chair)</p> <p>Councillor Govind Bharadia Councillor Maxine Henson Councillor Rekha Shah (Absent, sent representative) Councillor Simon Brown (Reserve)</p> <p>Co-Optees Julian Maw</p>	<ul style="list-style-type: none"> • Review of Current Community Outpatient Services • CQC Inspection of Community Nursing Services in Harrow • Childhood Immunisations Review
-------------------------	---	---

This page is intentionally left blank