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SOUTHEND-ON-SEA CITY COUNCIL

Policy and Resources Scrutiny Committee

Date: Thursday, 8th June, 2023

Time: 6.30 pm

Place: Committee Room 1 - Civic Suite

Contact: Stephanie Cox (Principal Democratic Services Officer)

Email: committeesection@southend.gov.uk

AGENDA

- 1 Chair's Introduction & Apologies for Absence
- 2 Declarations of Interest
- 3 Questions from Members of the Public
- 4 Minutes of the Meeting held on 15 March 2023 (Pages 3 - 8)
- 5 Minutes of the Special Meeting held on 22 March 2023 (Pages 9 - 10)

**** **ITEMS FOR PRE-CABINET SCRUTINY/CALLED-IN FROM THE FORWARD PLAN**

- 6 **Annual Procurement Plan 2023/24** (Pages 11 - 32)
Report of Executive Director (Finance and Resources) attached.
- 7 **Council Procurement & Contract Management Strategy 2023-26** (Pages 33 - 46)
Report of Executive Director (Finance and Resources) attached.
- 8 **Armed Forces Covenant & Defence Employer Recognition Scheme** (Pages 47 - 72)
Report of Executive Director (Adults and Communities) attached.
- 9 **Petition - Save The Jazz Centre UK** (Pages 73 - 76)
Report of Executive Director (Adults and Communities) attached.
- 10 **Debt Management - Position to 31 March 2023** (Pages 77 - 88)

Report of Executive Director (Finance and Resources) attached.

**** **ITEMS CALLED-IN/REFERRED DIRECT BY CABINET**

None

**** **OTHER SCRUTINY MATTERS**

11 Work Programme Evaluation 2022/23 (Pages 89 - 92)

Report of Executive Director (Finance and Resources) attached.

12 Association of South Essex Local Authorities - Joint Committee (Pages 93 - 116)

To receive the draft minutes of the meeting of the Joint Committee of the Association of South Essex Local Authorities (ASELA) held on 23 March 2023.

TO: The Chair & Members of the Policy and Resources Scrutiny Committee:

Councillor S Wakefield (Chair), Councillor L Burton (Vice-Chair)
Councillors B Beggs, M Borton, S Buckley, O Cartey, T Cowdrey, M Dent,
F Evans, N Folkard, S George, J Harland, R McMullan, M Sadza, C Walker,
J Warren and P Wexham

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SOUTHEND-ON-SEA CITY COUNCIL

Meeting of Policy and Resources Scrutiny Committee

Date: Wednesday, 15th March, 2023
Place: Committee Room 1 - Civic Suite

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Present: Councillor D Garston (Chair)
Councillors B Beggs*, M Borton, D Cowan, H Boyd, T Cox, F Evans,
K Evans, A Jones, A Line, R McMullan, J Moyies*, M Sadza, C Walker and
P Wexham

*Substitute in accordance with Council Procedure Rule 31.

In Attendance: Councillors P Collins, S George, I Gilbert and C Mulroney (Cabinet
Members), S Brown, J Chesterton, G Halksworth, M Harry and S Tautz

Start/End Time: 6.30 pm - 8.35 pm

768 Chair's Introduction & Apologies for Absence

(a) Chair's Introduction

Prior to the consideration of the matters set out in the agenda, the Chair outlined their expectations of the standard of conduct and behaviour to be shown at the meeting.

(b) Appointment of Vice-Chair

With the agreement of the Committee, Councillor F Evans was appointed as Vice-Chair of the Committee for the duration of the meeting.

(c) Apologies for Absence

Apologies for absence were received from Councillor T Cowdrey (Substitute: Councillor R Woodley), Councillor M Davidson (Substitute: Councillor J Moyies), Councillor D Nelson (Vice-Chair) (Substitute: Councillor B Beggs), Councillor I Shead (no substitute) and Councillor R Woodley (no substitute).

769 Declarations of Interest

The following interests were declared at the meeting:

- (a) Councillors P Collins, S George, I Gilbert and C Mulroney (Cabinet Members) - Interest in the called-in items, attended pursuant to the dispensation agreed at Council on 19 July 2012, under S.33 of the Localism Act 2011.
- (b) Councillor D Garston (Chair) - Minute 774 (Housing and Pipeline Update) - Member of the Development Control Committee, proposed development opportunities mentioned in the report.
- (c) Councillor M Borton - Minute 774 (Housing and Pipeline Update) - Member of the Board of Directors of South Essex Homes.
- (d) Councillor K Evans - Minute 774 (Housing and Pipeline Update) - Benefactor of the Salvation Army, who are in partnership with the Council to deliver new homes.

(e) Councillor A Jones - Minute 778 (Minutes of the meeting of the Senior Managers Pay Panel held on 17 January 2023) - Family member employed by the Council, all current paygrades mentioned in the report.

(f) Councillor M Sadza - Minute 774 (Housing and Pipeline Update) - Member of the ACORN renters union.

(g) Councillor P Wexham - Minute 774 (Housing and Pipeline Update) - Member of the Board of Directors of South Essex Homes.

(h) J Chesterton (Executive Director (Finance and Resources)) - Minute 778 (Minutes of the meeting of the Senior Managers Pay Panel held on 17 January 2023) - Senior Manager of the Council.

770 Questions from Members of the Public

The Committee noted the responses of the Cabinet Member for Economic Recovery, Regeneration and Housing and the Cabinet Member for Corporate Matters and Performance Delivery, to questions presented by Mr David Webb.

771 Minutes of the Meeting held on 2 February 2023

Resolved:

That the minutes of the meeting of the Committee held on 2 February 2023 be confirmed as a correct record and signed.

772 LGA Corporate Peer Challenge and Action Plan

The Committee considered Minute 715 of the meeting of the Cabinet held on 21 February 2023, which had been called-in for scrutiny, together with a report of the Chief Executive presenting the findings and recommendations of the Local Government Association Corporate Peer Challenge that had taken place during October 2022.

Resolved:

That the matter be referred back to the Cabinet with a recommendation that wider member involvement be secured in the development of the action plan to address the recommendations arising from the Peer Challenge and that, if required, Group Leaders jointly seek an extension to the deadline for the adoption of the action plan from the Local Government Association.

Note: This is an Executive Function
Cabinet Member: Councillor S George

773 Treasury Management Report - Quarter Three 2022/23

The Committee considered Minute 717 of the meeting of the Cabinet held on 21 February 2023, which had been called-in for scrutiny, together with a report of the Executive Director (Finance and Resources) presenting the Council's treasury management activity for the third quarter of 2022/23 and the period from April to December 2022.

Resolved:

That the following decisions of the Cabinet be noted:

"1. That the quarter three treasury management report for 2022/23, be approved.

2. That it be noted that the treasury management activities were carried out in accordance with the CIPFA (The Chartered Institute of Public Finance and Accountancy) Code of Practice for Treasury Management in the Public Sector during the period from April to December 2022.
3. That it be noted that the loan and investment portfolios were actively managed to minimise cost and maximise interest earned, whilst maintaining a low level of risk.
4. That it be noted that £2.395m of interest and income distributions for all investments were earned during this nine-month period at an average rate of 1.92%. This is 0.18% over the average SONIA rate (Sterling Overnight Index Average) and 0.12% over the average bank rate. Also, the value of the externally managed funds decreased by a net of £6.983 due to changes in the unit price, giving a combined overall return of -3.67%.
5. That it be noted that the level of borrowing from the Public Works Loan Board (PWLB) (excluding debt relating to services transferred from Essex County Council on 1st April 1998) remained at £347.3 (Housing Revenue Account (HRA); £74.2m, General Fund: £273.1m) during the period from April to December 2022 at an average rate of 3.46%.
6. That it be noted that the level of financing for 'invest to save' capital schemes decreased from £8.39m to 8.30m during the period from April to December 2022."

Note: This is an Executive Function
Cabinet Member: Councillor P Collins

774 Housing and Pipeline Update

The Committee considered Minute 721 of the meeting of the Cabinet held on 21 February 2023, which had been called-in for scrutiny, together with a report of the Executive Director (Growth and Housing) presenting an update on the work of the Housing Pipeline to date and details of future housing development opportunities across the City.

The Cabinet Member for Economic Recovery, Regeneration and Housing undertook to provide a written assurance to all members of the Committee that any proposals for the development of the Hamlet Court Road, the Cattery and Civic 2 sites arising from feasibility, cost planning and design work carried out as part of the Housing Pipeline programme, would be subject of a detailed report to be made to the Cabinet.

Resolved:

That the following decisions of the Cabinet be noted:

- "1. That the progress made on the Housing Pipeline to date, be noted.
2. That the Council undertakes due diligence regarding the potential allocation of capital funds for Afghan and Ukrainian resettlement purposes from the Department of Levelling Up, Housing and Communities (DLUHC) Local Authority Housing Fund (LAHF) and that authority be delegated to the Executive Director (Finance and Resources) and the Executive Director (Growth and Housing), in consultation with the Cabinet Member for Economic Recovery, Regeneration and Housing, to reach agreement about any bid decisions and to pursue actions set out in the submitted report.
3. That the use of both Denton Avenue site and Bradford Bury garage site for the development of Passizhaus pilot projects utilising existing Section 106 funds and Right to Buy funds, be approved.
4. That the next steps for the Housing Pipeline set out below, be approved:

- The development of a revolving investment fund to deliver the pipeline opportunities. The investment fund would work alongside other financing sources to deliver housing pipeline projects.
- Sale of the Thorpedene Campus site via auction to secure full, quick capital receipt and mitigate holding and demolition costs, with the capital receipt ringfenced to help fund future Housing Pipeline development opportunities.
- Sale of the Shorefield Gardens site via auction to secure a full, quick capital receipt with the capital receipt to be ringfenced to help fund future Housing Pipeline development opportunities.
- Use existing funds or funds received from site sales for detailed feasibility works, cost planning and design works for the Hamlet Court Road, the Cattery and Civic 2 sites.”

Note: This is an Executive Function
Cabinet Member: Councillor I Gilbert

775 SO46 Report

The Committee considered Minute 725 of the meeting of the Cabinet held on 21 February 2023, which had been called in for scrutiny, concerning action that had been taken by the Executive Director (Finance and Resources) in accordance with Council Procedure Rule 46.

Resolved:

That the following decision of the Cabinet be noted:

“That the SO46 report, be noted.”

Note: This is an Executive Function
Cabinet Member: Councillor P Collins

776 Exclusion of the Public

Resolved:

That, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the item of business set out below (SO46 Report - Confidential Matters), on the grounds that it would involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

777 SO46 Report - Confidential Matters

The Committee considered confidential matters in relation to Minute 775 above. The Committee moved into Part 2 business in order that the confidential matters concerning the action taken by Executive Director (Finance and Resources) in accordance with Council Procedure Rule 46 could be discussed. The Committee moved back into Part 1 for the decision on these matters and the remaining items of business.

778 Minutes of the meeting of the Senior Managers Pay Panel held 17 January 2023

The Committee considered Minute 726 of the meeting of the Cabinet held on 21 February 2023, which had been called in for scrutiny, concerning the recommendations arising from the meeting of the Senior Managers Pay Panel held 17 January 2023.

Resolved:

That the following decisions of the Cabinet be noted:

“1. That a pay award of £1925 per annum be applied to the Council’s senior management grades for 2022/23.

2. That 1 day’s additional annual leave be given to all senior management grades with effect from 1 April 2023.”

Note: This is an Executive Function
Cabinet Member: Councillor S George

779 In-Depth Scrutiny Project 2022/23 - ‘Developing Strong Governance & Strengthening Joint Working between all Councillors and Officers’

The Committee received an update on progress with regard to the in-depth scrutiny project for 2022/23.

Resolved:

That the report be noted.

Note: This is a Scrutiny function

Chair: _____

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SOUTHEND-ON-SEA CITY COUNCIL

Meeting of Policy and Resources Scrutiny Committee

Date: Wednesday, 22nd March, 2023

Place: Council Chamber - Civic Suite

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Present: Councillor D Garston (Chair)
Councillors M Borton, D Cowan, T Cowdrey, T Cox, M Davidson,
F Evans, K Evans, A Jones, A Line, R McMullan, M Sadza, C Walker
and P Wexham

In Attendance: Councillors S George, C Mulroney and M Terry (Cabinet Members)
Councillor Buck
J Burr, S Ford and T Row

Start/End Time: 5.30 pm - 6.55 pm

791 Chair's Introduction & Apologies for Absence

(a) Chair's Introduction

Prior to the consideration of the matters set out in the agenda, the Chair outlined their expectations of the standard of conduct and behaviour to be shown at the meeting.

(b) Apologies for Absence

Apologies for absence were received from Councillor D Nelson (Vice-Chair) (no substitute), Councillor H Boyd (no substitute) and Councillor I Shead (no substitute).

792 Declarations of Interest

The following interests were declared at the meeting:

(a) Councillors C Mulroney and M Terry (Cabinet Members) - Interest in the referred item, attended pursuant to the dispensation agreed at Council on 19 July 2012, under S.33 of the Localism Act 2011.

(b) Councillor M Terry (Cabinet Member) - Minute 794 (Car Cruise PSPO) - Resident of area covered by the proposed PSPO.

(c) Councillor Walker - Minute 794 (Car Cruise PSPO) – Member of Austin 3 Litre and Southend * District Classic Car Club.

793 Questions from Members of the Public

There were no questions from members of the public relating to business included in the agenda for the meeting.

794 Car Cruise PSPO

The Committee considered Minute 782 of the special meeting of the Cabinet held on 21 March 2023, which had been referred direct for scrutiny, together with a report of the Executive Director (Neighbourhoods and Environment) presenting the response to public consultation on the proposed introduction of a Car Cruise Public Spaces Protection Order (PSPO).

In response to questions, the Cabinet Member for Public Protection gave an undertaking, to review the Car Cruise PSPO at the end of the summer season to ensure the prohibited activities as currently worded in the proposed PSPO were accurate and sufficient to address the issues of intoxicated persons thorough alcohol or noxious substances. Should the Car Cruise PSPO require an amendment to address such issues specifically, this would be undertaken.

Resolved:

That the following decisions of the Cabinet be noted:

- “1. That the responses to the Consultation, as set out at Appendix 2 to the submitted report, be noted.
- 2. That the draft Public Spaces Protection Order (Car Cruise PSPO) No. 1 of 2023, be implemented.”

Note: This is an Executive function
Cabinet Member: Councillor M Terry

Chair: _____

Meeting: Cabinet
Date: 28 June 2023
Classification: Decision paper
Key Decision: Yes
Title of Report: **Annual Procurement Plan 2023-24**
Policy Context: Contract Procedure Rules (4g Constitution)
Executive Director: Joe Chesterton (Finance & Resources)
Report Author: Lee White (Head of Procurement)
Executive Councillor: Cllr John Lamb (Portfolio Holder for Regulatory Services)

1. Executive Summary

- 1.1 This report provides the Annual procurement plan for 2023/24 as well as tabs for the remaining years of our original 5 Year Procurement Plan (2022-27). The attached procurement plan provides a full plan for the year and covers all procurements with a value over £25,000- this is the threshold within the regulations where tenders must be publicly advertised unless via a previously advertised framework or equivalent.

2. Recommendations

It is recommended that Cabinet:

- 2.1 **Approve the annual procurement plan for 2023/24 (Appendix 1) which contains those procurements with a value over £25,000 and where corporate procurement need to be involved.**
- 2.2 **Note the indicative future plans for 2024/25, 2025/26 and 2026/27 (on the additional spreadsheet tabs) and that these will continue to be reviewed against the corporate contract register.**
- 2.3 **Note that any procurements related to delivery of the capital programme will be added as required and will not require separate approval.**
- 2.4 **Note that once the Government have concluded the Public Procurement Reform (expected in 2024), we expect that it will be a mandatory requirement for the public sector to publish their future procurement pipeline plans and so the 5-year plan will provide that mechanism to publicly report.**
- 2.5 **Note that the Contract Procedure Rules will be reviewed and updated in 2023/24 to reflect that the approved procurement plan will contain all**

contracts with a value of £250,000+ (currently £1m+ is the constitutional requirement).

3 Background

3.1 Each year cabinet review and approve the Council's annual procurement plan in line with the current constitution (4g Contracts Procedure Rules). The attached procurement plan covers all procurements over £25,000. By completing this at the start of the financial year this supports effective governance and streamlines the approvals process.

3.2 During 2022/23 there has been continued work undertaken by Corporate Procurement along with contract managers and Executive Director leadership teams to review the Council's expenditure with suppliers and review our corporate contracts register. The reasons for continuing this extensive work are:

- To provide a comprehensive register of the Council's key contracts (covers c£130m annual revenue expenditure)- the register includes contracts held by South Essex Homes, Southend Adult Community College, Trading Companies owned by the Council and also education funded contracts (LA maintained schools) which we support in terms of procurement activity.
- Highlight opportunities to jointly commission services across the Council and also with other public sector partners.
- To provide a comprehensive register of the Council's contract managers and those responsible for implementing the Council's commissioning framework
- Assist in the development of the future procurement pipeline plans- this is to support service areas in their commissioning plans as well as suppliers and local businesses in their business planning.
- Assist the Governance Boards (namely the Performance, Commissioning and Investment Boards) in their future planning, strategic reviews of expenditure, contracts and commissioning. This should support the Council in the delivery of efficiencies against contractual spend and help meet its financial targets.

4 Reasons for Decisions

4.1 Approval of the Council's annual procurement plan is required under Part 4g of the Council's constitution.

4.2 Members are aware of the development of the comprehensive contracts register and pipeline procurement plan, and the benefits this will provide in terms of the Council's commissioning plans, financial planning as well as future planning for suppliers and local businesses.

- 4.3 The pipeline plan will also align with the anticipated requirements once the UK Public Procurement Reform is approved by Government (expected in 2024).

5 Other Options

- 5.1 Annual approval of the Council's procurement plan is required under the constitution. We could decide to just publish an annual plan, but it is felt that the development of a pipeline plan will assist the Council and businesses in their resource and future planning. The move to a 5-year plan (2022-27) also aligns with the anticipated requirements once the UK Public Procurement Reform is finalised by Government.

6 Financial Implications

- 6.1 Delivery of the annual procurement plan will contribute towards the Council's financial targets. As in previous years, delivery of the plan has supported reductions in revenue expenditure as well as cost avoidance through ensuring best value is achieved against capital projects. For example, during 2022/23 delivery of the procurement led to £864k efficiencies against revenue funded contracts and £336k in cost avoidance.
- 6.2 Timely approval of the procurement plan also ensures that procurements associated with the expenditure of grants (such as LUF) can be delivered on time.
- 6.3 Approval of the plan means that those corporate contracts which are due to expire in 2023/24 can be re-tendered in time and without the need to extend existing contracts- notably suppliers would look to increase prices during these extensions and so again it supports the Council's financial stability.

7 Legal Implications

- 7.1 The development of a corporate contracts register, which will be publicly available supports the requirement for transparency in terms of expenditure in the public sector. Where the Council has contracts which are due to complete their contract term it's a legal requirement that these contracts are once again market tested (unless the decision is to de-commission). As the Procurement Reform becomes finalised in 2024 we expect the publication of a future pipeline plan will be one of the requirements of local government.

8 Carbon Impact

- 8.1 Within the annual procurement plan there will be a number of contracts that support outcomes in terms of improving the city's environment. Social Value is also tested through a number of procurements which can deliver added value in terms of our local environment. The Corporate Procurement Team have been involved in the review of the new Social Value policy and the

development of a Southend Themes and Outcomes Measures (STOMS) framework. This framework includes a number of offers which contractors can commit to in terms of Carbon Reduction. One example of success is the re-tendering of our Waste Disposal contract during 2022/23 which led to a carbon impact reduction of 90%.

- 8.2 We are currently working with the Climate Change team to look at a clear process which will identify which procurements will include a quality measure around Carbon Reduction Plans and their implementation. We have already built this into our new draft Procurement Strategy and is an area of focus now in terms of Effective Contract Management.

9 Equalities

- 9.1 This report is to seek approval of the annual procurement plan but within each project on the plan there will be consideration of equalities (namely the completion of Equality Assessments by commissioners). The development of the corporate contracts register will support transparency and assist suppliers and local businesses in their future planning and equality of access to contract opportunities- this was welcomed at the local business workshops and associated events during 2022/23.

10 Consultation

- 10.1 This report is to approve the annual procurement plan. For each individual procurement there will be consideration of what consultation and engagement will be required as per the Council's Commissioning Framework and legal requirement to consult. In terms of the annual procurement plan itself, we have consulted on the content via the Teams Contract Register Channel (c150 members), the Council Extended Corporate Leadership Team (ECLT), Executive Director Leadership Teams (EDLTs) and within the Procurement Team itself. This consultation commenced in January 2023.

11 Appendices

- 11.1 **Appendix 1**- Full Procurement Plan 2023-27 (All procurements £25k+)

Contract Title	Supplier/s	CMT Area (or S.E.H)- F&R, SCG, C&PH, A&C, N&E, G&H	Service Area Contract Manager/s	Procurement Lead	ICT Business Partner	Is Data Protection to be considered?	Current or Expected Contract Value (Lifetime Inc. extensions)	Annual Value/Budget	Revenue, Capital or Income	Start Date	End Date	Option to extend till?
Home Care- Spot provider list to support Lot 4 providers	ANGEL SOLUTIONS COMMUNITY CARE CARE UK HOMECARE CONCEPT CARE SOLUTIONS LTD T/A DOLPHIN CARE GOLDEN KEYS CARE AGENCY LIMITED HOMECARE PROFESSIONALS (ESSEX) LTD KOLOURS HEALTHCARE LIMITED SPDNS NURSE CARE CIC. SPOTLIGHT HEALTHCARE SERVICES LIMITED SURE CARE T/A SEVEN DAY CARE LTD	Adults and Communities	Tinopiwa Manyika	Michelle McMenemy, Ola Haker	N/A	Yes	Total spend on Domiciliary care provision exceeds £8M pa Spot providers pick up care packages that cannot be fulfilled by the 4 main Locality Providers	Total spend on Domiciliary care provision exceeds £8M pa	Revenue	01/05/2017	30/04/2021	No - Framework for Spot Providers
EV Charging Points/Infrastructure	To be procured	Neighbourhoods and Environment	Jo Gay	Kasey Marsh	to be confirmed	TBC	To be procured	to be procured	Capital and Grant	to be procured	to be procured	to be procured
Multivendor Cashless Parking	to be procured	Neighbourhoods and Environment	Lorraine Delahunty	Michelle McMenemy	TBC	Yes	to be procured	to be procured	Revenue	to be procured	to be procured	to be procured
Notice and Permit Processing System	to be procured	Neighbourhoods and Environment	Lorraine Delahunty	Michelle McMenemy	TBC	Yes	to be procured	to be procured	Revenue	to be procured	to be procured	to be procured
Print, Post and Scanning Fulfilment Services	to be procured	Neighbourhoods and Environment	Lorraine Delahunty	Michelle McMenemy	TBC	Yes	to be procured	to be procured	Revenue	to be procured	to be procured	to be procured
SCC-owned Car Pound	to be procured	Neighbourhoods and Environment	Lorraine Delahunty	Michelle McMenemy	TBC	Yes	to be procured	to be procured	Revenue	to be procured	to be procured	to be procured
Car Pound Management and Vehicle Removal Contract	to be procured	Neighbourhoods and Environment	Lorraine Delahunty	Michelle McMenemy	TBC	Yes	to be procured	to be procured	Revenue	to be procured	to be procured	to be procured
Parking Enforcement and Associated Services (i. CEO Enforcement, ii. CCTV Enforcement, iii. Pay & Display Cash Collection and Maintenance, iv. Vehicle Removal and Car Pound Services, v. Parking Bay Suspension Service, vi. School Crossing Patrols)	to be procured	Neighbourhoods and Environment	Lorraine Delahunty	Michelle McMenemy	TBC	Yes	to be procured	to be procured	Revenue	to be procured	to be procured	to be procured
Insourcing – Pre-NTO Calls and Correspondence Personnels	to be procured	Neighbourhoods and Environment	Lorraine Delahunty	Michelle McMenemy	TBC	Yes	to be procured	to be procured	Revenue	to be procured	to be procured	to be procured
TRO Outsourcing	to be procured	Neighbourhoods and Environment	Lorraine Delahunty	Michelle McMenemy	TBC	Yes	to be procured	to be procured	Revenue	to be procured	to be procured	to be procured
Moving Traffic Violations	to be procured	Neighbourhoods and Environment	Lorraine Delahunty	Michelle McMenemy	TBC	Yes	to be procured	to be procured	Revenue	to be procured	to be procured	to be procured
Parking CCTV Enforcement	to be procured	Neighbourhoods and Environment	Lorraine Delahunty	Ola Haker	TBC	Yes	to be procured	to be procured	Revenue	to be procured	to be procured	to be procured
Older Peoples Residential	Various Residential Homes as appropriate at the time of tender.	Adults and Communities	Anne Igoe	Michelle McMenemy, Ola Haker	N/A	Yes	N/A	£5,690,695.00	Revenue	Individual placements	N/A	N/A
Provision of Water, Sewage Waste and Trade Effluent services (across all Council sites)	Various (current is via Wave, Anglia, Essex & Suffolk)	Neighbourhoods and Environment	John Bennett	to be confirmed	TBC	No	£4,340,000	£868,000	Revenue	01/04/24	31/03/27	31/03/29
Older People's Direct Payments	Individual payments	Adults and Communities	Jeanette Toy	Kasey Marsh, Suzie Clark	N/A	Yes	N/A	£1,967,250.00	Revenue	Individual budgets	N/A	N/A
Older People's Interim	TBC	Adults and Communities	Jeanette Toy	Kasey Marsh, Suzie Clark	N/A	Yes	N/A	£897,681.00	Revenue		N/A	N/A
Older People's Day Care	Various suppliers	Adults and Communities	Jeanette Toy	Kasey Marsh, Suzie Clark	N/A	Yes	N/A	£376,398.00	Revenue	Individual placements	N/A	N/A
Older People's Nursing Care	Various suppliers	Adults and Communities	Jeanette Toy	Kasey Marsh, Suzie Clark	N/A	Yes	N/A	£228,103.00	Revenue	Individual placements	N/A	N/A
Older People's Reablement	Various suppliers	Adults and Communities	Jeanette Toy	Kasey Marsh, Suzie Clark	N/A	Yes	N/A	£421,498.00	Revenue	Individual arrangements	N/A	N/A
Older people/Adults for 'equipment service'	Various suppliers	Adults and Communities	Jeanette Toy	Kasey Marsh, Suzie Clark	to be confirmed	Yes	N/A	£1,500,000.00	Revenue	Individual arrangements	N/A	N/A

Learning Disability Residential	Various Residential Homes as appropriate at the time of tender.	Adults and Communities	Anne Igoe	Michelle McMenemy, Ola Haker	N/A	Yes	N/A	Spend in excess of £1m+ per annum	Revenue	Individual placements	N/A	N/A
Mental Health Residential	Various Residential Homes as appropriate at the time of tender.	Adults and Communities	Anne Igoe	Michelle McMenemy, Ola Haker	N/A	Yes	N/A	Spend in excess of £1m+ per annum	Revenue	Individual placements	N/A	N/A
Physical & Sensory Impairment Residential	Various Residential Homes as appropriate at the time of tender.	Adults and Communities	Anne Igoe	Michelle McMenemy, Ola Haker	N/A	Yes	N/A	Would be in excess of £1m over the life of the framework/contracts	Revenue	Individual placements	N/A	N/A
Supported Living (Adults)- Framework	ARAN HOMES LTD FORGET ME NOT CARING LTD J M CAREHOMES	Adults and Communities	Tracey Schneider	Michelle McMenemy	N/A	Yes	Individual placements (N/A)	Spend in excess of £1m+ per annum	Revenue	framework to be procured in 2023/24	tbc	N/A
Leigh Port Dredging	To be procured	Neighbourhoods and Environment	Joanne Matthews, Neil Hoskins, Mark Howard	Liz Green & Gillian Shine	N/A	N/A	£6-7,000,000	to be procured	Capital	to be procured	to be procured	to be procured
Leigh Port Works	To be procured	Neighbourhoods and Environment	Joanne Matthews, Neil Hoskins, Mark Howard	Liz Green, Gillian Shine	N/A	N/A	£6-7,000,000	to be procured	Capital	to be procured	to be procured	to be procured
Southend Inclusion Review - review of SEND across all Southend schools and settings, Alternative Provision and Children's Services	To be procured	Children and Public Health	Sarah Greaves	Kasey Marsh	N/A	N/A	£3m	£1m	Revenue	01/07/22	31/03/25	
Realtime Passenger Information	JMW Systems	Neighbourhoods and Environment	Karen Gearing	ECC	N/A	Yes	£2m	£130,000	Revenue and Capital	01/11/22	01/11/23	01/11/26
Care and Support at Home (Lot 1)	Ashley Community Care Services Ltd De Vere Care	Adults and Communities	Tinopiwa Manyika	Kasey Marsh, Suzie Clark	N/A	Yes	£87,500,000	£8,750,000.00	Revenue	01/05/2017	30/04/2022	30/04/27
Highways Improvements: 5 Lots covering- Lot 1 (Adhoc highways maintenance, Adhoc coastal defence maintenance) Lot	Lot 4- DYNNIQ UK LTD Lot 3- Siemens Lots 1 & 5- Marlborough	Neighbourhoods and Environment	Richard Backhouse	Anton Bull	N/A	N/A	£65,000,000	£6,500,000.00	Revenue and Capital	01/04/2015	31/03/2022	31/03/25
Accommodation-based support at West Street (Learning Disability Service)	Southend Care Ltd	Adults and Communities	Tracey Schneider	Michelle McMenemy, Ola Haker	N/A	Yes	£11,300,000	£1,130,000.00	Revenue	01/06/2019	30/03/2024	30/05/29
M1920-01 Responsive Repairs and Void Works - SEH	Morgan Sindall	South Essex Homes	Michael Bryant	Michael Bryant	N/A	No	£10,000,000	N/a	Revenue	01/04/2019	31/03/2024	31/03/29
Floating Support Service	Peabody Trust	Adults and Communities	Jess Siggins	Suzie Clark	N/A	Yes	£6,556,280	£655,628.00	Revenue	01/04/2019	31/03/2024	31/03/29
Flood and Coastal contract	Mott MacDonald Ltd	Neighbourhoods and Environment	Joanne Matthews	Aleksandra Haker (Ola)	N/A	No	£6,000,000	£1,000,000	Revenue, Capital and Grant	02/11/23	01/11/26	01/11/29
Responsive Repairs and Void Works - SEH	NEW TENDER 23/24	South Essex Homes	SEH Property Services	Michael Bryant	N/A	No	£4,100,000	£4,100,000	Revenue	01/04/24	31/03/29	31/03/34
Stabilise the Estate C11075 - Microsoft 365 (Enterprise Agreement)	Phoenix Software Ltd	Strategy, Change and Governance	Aaron Townsend	Gillian Shine	N/A	No	£3,480,000.00	£1,160,000.00	Revenue	01/05/2021	31/04/2024	No
Belton Way and Cliff Scheme - Phase 2: Tender for Remedial Works to Belton Way and Cliff Parade Areas (DfT funded)	To be procured	Neighbourhoods and Environment	Joanne Matthews	Sam Riddoch	N/A	No	£3,000,000.00	£3,000,000.00	Capital & DfT Grant	01/10/22	tbc	
Council Affordable Housing Development (Phase4) - St Laurence	To be procured	Growth and Housing	Martin Berry	Darryl Mitchell	N/A	N/A	£2,880,000	to be procured	Capital	to be procured	to be procured	to be procured
Severe & Multiple Disadvantage Service	Peabody South East	Adults and Communities	Jamie Pennycott	Suzie Clark	N/A	Yes	£2,750,000.00	£281,620.00	Revenue	01/12/2017	31/03/2024	31/03/27

Southend Pier - Condition Works Engineers	To be procured	Finance and Resources	Mark Murphy, Keith Walker	Liz Green	N/A	N/A	£2,500,000	to be procured	Capital	to be procured	to be procured	to be procured
External/Internal & One Room Decs	NEW TENDER 23/24	South Essex Homes	SEH Property Services	Michael Bryant	N/A	No	£2,400,000	£300,000	Revenue	01/04/24	31/03/30	31/03/32
Housing Construction Scheme - Phase 4	TBC	Growth and Housing	David Moon	Liz Green	N/A	No	£2,400,000.00	£2,400,000.00	Capital			Procurement Due to commence May 2023
Provision of Insurance Services (excluding the provision of insurance broking services) Lot 1 Combined Liability	Risk Management Partners	Finance and Resources	Kathy Slowther	Aleksandra Haker (Ola)	N/A	Yes	£2,275,000.00	£325,000.00	Revenue	01/04/2019	31/03/2024	31/03/26
CCTV	Eurovia Infrastructure Ltd	Neighbourhoods and Environment	Simon Ford	Gillian Shine	Mark Waldron	Yes	£2,255,000	N/A	Capital	01/04/2021	31/03/2024	31/03/25
M2324-01 Electrical Service & Maintenance Contract incorporating Fire Alarms, Emergency Lighting, Door Entry & Lightning Conductors etc.	NEW TENDER 23/24	South Essex Homes	SEH Property Services	Michael Bryant	N/A	No	£2,100,000	£300,000	Revenue	01/07/23	30/06/28	30/06/30
Approved Provider List (APL) for the provision of Holiday Activities and Food (HAF) Programme Services	To be procured	Children's Services and Public Health	to be confirmed	Suzie Clark	N/A	Yes	£2,072,370	£690,790	Revenue (via grant)	01/07/22	31/12/25	N/A
Domestic Abuse Services	Safe Steps	Adults and Communities	Lucia Hedderly, Danielle Davis	Aleksandra Haker (Ola)	N/A	Yes	£2,028,334	£289,762.00	Revenue	01/02/2017	31/01/2023	31/03/24
Stairlifts (Framework for Supply, Installation and Maintenance)	To be Procured	Adults and Communities	Carol Smith	Sam Riddoch	N/A	Yes	£2,000,000	£300,000	Revenue and Capital	30/08/23	29/08/27	29/08/28
Geotechnical Contract	Cambell Reith	Neighbourhoods and Environment	Neil Hoskins	Kasey Marsh	N/A	No	£1,950,000	£325,000.00	Revenue	01/07/2023	30/06/2026	30/06/29
Southend Pier - Prince George Extension (Phase Two)	To be procured	Finance and Resources	Mark Murphy, Keith Walker	Liz Green	N/A	N/A	£1,907,000	to be procured	Capital	to be procured	to be procured	Go OTT June 2023 for April 2024 Start
IT Strategic Technology Partnership	NTT UK Limited	Strategy, Change and Governance	to be confirmed	Gillian Shine	Ian McLernon	Yes	£1,470,000	Various	Capital	29/01/2021	29/01/2024	No
Direct Payments Advice, Support & Payroll service	Vibrance (RCHL)	Adults and Communities	Lucia Hedderly	Suzie Clark	to be confirmed	Yes	£1,444,000	£180,500.00	Revenue	01/04/2019	31/03/2024	31/03/27
Wellbeing Service	Everyone Health	Children's Services and Public Health	Sharna Allen	Kasey Marsh	N/A	Yes	£1,405,000	£281,000.00	Revenue	01/06/2019	31/05/2024	31/05/24
ICT Laptop Rolling Replacement Programme [G]	Proband Ltd	Strategy, Change and Governance	Aaron Townsend	Gillian Shine, Sharon Cohen	N/A	Yes	£1,279,000	N/A	Capital	12/11/2020	11/11/2023	11/11/24

Adult Advocacy Provision	SEAS	Adults and Communities	Jess Siggins	Kasey Marsh, Suzie Clark	N/A	Yes	£1,168,224	£194,704.00	Revenue	01/04/2019	31/03/2024	31/03/25
Multi Modal Model (SoSMMM)	Mott MacDonald Ltd	Neighbourhoods and Environment	Davinia Farthing	Sam Riddoch	N/A	Yes	£1,135,000	£283,750.00	Capital	06/04/2020	05/04/2024	05/04/24
Southend Pier Head Development (Phase one)	To be procured	Finance and Resources	Mark Murphy, Keith Walker	Liz Green	N/A	N/A	£1,130,000	to be procured	Capital	to be procured	to be procured	to be procured
Spot Provider Framework for Care and Support at Home (Lot 4)	Affinity Trust Allied Health-Services Limited Ashley Community Care	Adults and Communities	Tinopiwa Manyika	Kasey Marsh, Suzie Clark	N/A	Yes	£1,000,000	£250,000.00	Revenue	01/05/2017	30/04/2021	31/03/24
Sheltered SHO Flat Conversions	NEW TENDER 23/24	South Essex Homes	SEH Property Services	Michael Bryant	N/A	No	£1,000,000	£250,000	Capital	01/09/23	30/08/25	30/08/27
Leisure Management Contract	Fusion Lifestyle	Adults and Communities	Sharon Wheeler	Darryl Mitchell	Ian McLernon	Yes	-£4,500,000	N/A	Income	01/07/15	30/06/25	30/06/30
Young People Supported Accommodation covering 16-17 at risk of homelessness or Homeless (LAC, CIN, UASC) 16-17 year old relevant young people, eligible children, Care Leavers Individuals with NRPF 18+ who are care leavers	To be procured	Children's Services and Public Health	Charlotte Humble	Michelle McMenemy	N/A	Yes		£2,400,000.00	Revenue	framework to be procured in 2023/24	tbc	

PROCUREMENT PLAN 2023-24

Contract Title	Supplier/s	CMT Area (or S.E.H)- F&R, SCG, C&PH, A&C, N&E, G&H	Service Area Contract Manager/s	Procurement Lead	ICT Business Partner	Is Data Protection to be considered?	Current or Expected Contract Value (Lifetime Inc. extensions)	Annual Value/Budget	Revenue, Capital or Income	Start Date	End Date	Option to extend till?
Southend Pier - Condition Works Engineers	To be procured	Finance and Resources	Mark Murphy, Keith Walker	Liz Green	N/A	N/A	£2,500,000	to be procured	Capital	to be procured	to be procured	to be procured
Southend Pier - Prince George Extension (Phase Two)	To be procured	Finance and Resources	Mark Murphy, Keith Walker	Liz Green	N/A	N/A	£1,907,000	to be procured	Capital	to be procured	to be procured	Go OTT June 2023 for April 2024 Start
Fire Improvement Works	To be procured	Finance and Resources	Mark Murphy	Property Services	N/A	N/A	£820,000	to be procured	Capital	to be procured	to be procured	to be procured
Property Refurbishment Programme	To be procured	Finance and Resources	Mark Murphy	Property Services	N/A	N/A	£600,000	to be procured	Capital	to be procured	to be procured	to be procured
Priority Works	To be procured	Finance and Resources	Mark Murphy	Property Services	N/A	N/A	£600,000	to be procured	Capital	to be procured	to be procured	to be procured
Care and Support at Home (Lot 1)	Ashley Community Care Services Ltd De Vere Care Seven Day Care (UK) Limited Southend Care Ltd Ammy Trust	Adults and Communities	Tinopiwa Manyika	Kasey Marsh, Suzie Clark	N/A	Yes	£87,500,000	£8,750,000.00	Revenue	01/05/2017	30/04/2022	30/04/27
Spot Provider Framework for Care and Support at Home (Lot 4)	Allied Health-Services Limited Ashley Community Care Services Ltd Concept Care Solutions De Vere Care Diamond Resourcing Plc t/a Better Healthcare Services F&R Resourcing Ltd	Adults and Communities	Tinopiwa Manyika	Kasey Marsh, Suzie Clark	N/A	Yes	£1,000,000	£250,000.00	Revenue	01/05/2017	30/04/2021	31/03/24
Older Peoples Residential	Various Residential Homes as appropriate at the time of tender.	Adults and Communities	Anne Igoe	Michelle McMenemy, Ola Haker	N/A	Yes	N/A	£5,690,695.00	Revenue	Individual placements	N/A	N/A
Older People's Direct Payments	Individual payments	Adults and Communities	Jeanette Toy	Kasey Marsh, Suzie Clark	N/A	Yes	N/A	£1,967,250.00	Revenue	Individual budgets	N/A	N/A
Older People's Interim	TBC	Adults and Communities	Jeanette Toy	Kasey Marsh, Suzie Clark	N/A	Yes	N/A	£897,681.00	Revenue		N/A	N/A
Older People's Respite	Individual placements	Adults and Communities	Jeanette Toy	Kasey Marsh, Suzie Clark	N/A	Yes	N/A	£64,177.00	Revenue	Individual placements	N/A	N/A
Older People's Carers	Various suppliers	Adults and Communities	Jeanette Toy	Kasey Marsh, Suzie Clark	N/A	Yes	N/A	£16,000.00	Revenue	Individual placements	N/A	N/A
Older People's Day Care	Various suppliers	Adults and Communities	Jeanette Toy	Kasey Marsh, Suzie Clark	N/A	Yes	N/A	£376,398.00	Revenue	Individual placements	N/A	N/A
Older People's Nursing Care	Various suppliers	Adults and Communities	Jeanette Toy	Kasey Marsh, Suzie Clark	N/A	Yes	N/A	£228,103.00	Revenue	Individual placements	N/A	N/A
Older People's Reablement	Various suppliers	Adults and Communities	Jeanette Toy	Kasey Marsh, Suzie Clark	N/A	Yes	N/A	£421,498.00	Revenue	Individual arrangements	N/A	N/A
Older people/Adults for 'equipment service'	Various suppliers	Adults and Communities	Jeanette Toy	Kasey Marsh, Suzie Clark	to be confirmed	Yes	N/A	£1,500,000.00	Revenue	Individual arrangements	N/A	N/A
Learning Disability Residential	Various Residential Homes as appropriate at the time of tender.	Adults and Communities	Anne Igoe	Michelle McMenemy, Ola Haker	N/A	Yes	N/A		Revenue	Individual placements	N/A	N/A
Mental Health Residential	Various Residential Homes as appropriate at the time of tender.	Adults and Communities	Anne Igoe	Michelle McMenemy, Ola Haker	N/A	Yes	N/A		Revenue	Individual placements	N/A	N/A
Physical & Sensory Impairment Residential	Various Residential Homes as appropriate at the time of tender.	Adults and Communities	Anne Igoe	Michelle McMenemy, Ola Haker	N/A	Yes	N/A		Revenue	Individual placements	N/A	N/A
Home Care Monitoring System - Call Confirm Live	Access UK Limited (was HAS Technology Limited)	Adults and Communities	Tinopiwa Manyika	Niki Mistry	Kirstinne Woledge	Yes	£390,200	£130,066.67	Revenue	01/01/2022	31/12/2024	No
Spydus Contract (Library Management System)	Civica UK Limited	Adults and Communities	Sharon Wheeler	Darryl Mitchell	Ian McLernon	Yes	£95,000	£26,500.00	Revenue	04/10/2017	11/10/2022	24/04/24

Public Convenience Repair & Technical Maintenance	Danfo Uk Ltd	Finance and Resources	Neil Pointer	Aleksandra Haker (Ola)	N/A	No	£100,000	£20,000.00	Revenue	01/04/2019	31/03/2022	31/03/24
Water Maintenance, Sampling and Testing	H2O Nationwide Limited	Finance and Resources	Stuart Horne	Liz Green	N/A	No	£844,964	£211,241.00	Revenue	01/04/2020	31/03/2022	31/03/24
Supported housing for offenders	Home Group Ltd	Adults and Communities	Tracy Harris	Kasey Marsh	N/A	Yes	£287,433	£95,811.00	Revenue	01/07/2022	30/06/2024	30/06/2025
Treasury Management Advisory Service	Link Asset Services	Finance and Resources	Kelly McQuade	Aleksandra Haker (Ola)	N/A	Yes	£100,000	£20,000.00	Revenue	01/03/2019	28/02/2022	28/02/24
Floating Support Service	Peabody Trust	Adults and Communities	Jess Siggins	Suzie Clark	N/A	Yes	£6,556,280	£655,628.00	Revenue	01/04/2019	31/03/2024	31/03/29
E-Procurement System	Proactis	Finance and Resources	Carolyn Hutcheon	Carolyn Hutcheon	Ian McLernon	Yes	£25,000	£5,000.00	Revenue	01/04/2019	31/03/2024	No
Richmond Fellowship - Supported Housing for people with Mental Health issues	Richmond Fellowship	Adults and Communities	Tracy Harris	Kasey Marsh	N/A	Yes	£857,790	£285,930.00	Revenue	01/07/2022	30/06/2024	30/06/25
Supported Housing: Homeless and Generic	Sanctuary Supported Living (Registered as Sanctuary housing Association)	Adults and Communities	Tracy Harris	Kasey Marsh	N/A	Yes	£486,954	£162,318.00	Revenue	01/07/2022	30/06/2024	30/06/25
Supported housing for teenage parents and pregnant teens	Sanctuary Supported Living (Registered as Sanctuary housing Association)	Adults and Communities	Tracy Harris	Kasey Marsh	N/A	Yes	£278,388	£92,796.00	Revenue	01/07/2022	30/06/2024	30/06/25
Supported housing for young people	Southend YMCA	Adults and Communities	Tracy Harris	Kasey Marsh	N/A	Yes	£416,559.00	£138,853.00	Revenue	01/07/2022	30/06/2024	30/06/25
Contract for the Provision of Internal Audit and Anti-Fraud Services	The Mayor and Burgesses of the London Borough of Croydon - Mazars contract	Finance and Resources	Andrew Barnes	Aleksandra Haker (Ola)	N/A	Yes	£672,000	£84,000.00	Revenue	01/04/2018	30/03/2024	30/03/26
Direct Payments Advice, Support & Payroll service	Vibrance (RCHL)	Adults and Communities	Lucia Hedderly	Suzie Clark	to be confirmed	Yes	£1,444,000	£180,500.00	Revenue	01/04/2019	31/03/2024	31/03/27
Home Care- Spot provider list to support Lot 4 providers	ANGEL SOLUTIONS COMMUNITY CARE CARE UK HOMECARE CONCEPT CARE SOLUTIONS LTD T/A DOLPHIN CARE GOLDEN KEYS CARE AGENCY LIMITED HOMECARE PROFESSIONALS (ESSEX) LTD KOLOURS HEALTHCARE LIMITED SPDNS NURSE CARE CIC. SPOTLIGHT HEALTHCARE SERVICES LIMITED SURE CARE T/A SEVEN DAY CARE LTD	Adults and Communities	Tinopiwa Manyika	Michelle McMenemy, Ola Haker	N/A	Yes	Total spend on Domiciliary care provision exceeds £8M pa Spot providers pick up care packages that cannot be fulfilled by the 4 main Locality Providers	Total spend on Domiciliary care provision exceeds £8M pa	Revenue	01/05/2017	30/04/2021	No - Framework for Spot Providers
Provision of Banking Services and Credit Card Facilities	Barclays	Finance and Resources	Andrew Walker	Aleksandra Haker (Ola)	N/A	Yes	£910,000	£130,000.00	Revenue	01/04/2019	30/03/2024	30/03/26
Waterride	BMT GROUP T/AS BMT WBM	Neighbourhoods and Environment	Joanne Matthews	Niki Mistry	TBC		£17,545	£5,417.50	Revenue	01/06/2014	01/01/2024	N/A
ParkMap Hosted Services	Buchanan Computing Ltd	Neighbourhoods and Environment	Sharon Harrington	Aleksandra Haker (Ola)	N/A	Yes	£54,742.5	£18,247.5	Revenue	03/12/2019	03/12/2023	03/12/24
SIMS	ESS Limited	Children's Services and Public Health	Mike Bennett	Niki Mistry Ian Andrews	Ian McLernon	Yes	N/A	£12,000.00	Revenue	01/04/2022	31/03/2025	
De-icing salt (6mm Rock salt)	Compass Minerals via YPO framework	Neighbourhoods and Environment	Paul Terry	Kasey Marsh	N/A	No	£400,000	£100,000.00	Revenue	29/09/2020	30/09/2023	30/09/24
CCTV	Eurovia Infrastructure Ltd	Neighbourhoods and Environment	Simon Ford	Gillian Shine	Mark Waldron	Yes	£2,255,000	N/A	Capital	01/04/2021	31/03/2024	31/03/25
Wellbeing Service	Everyone Health	Children's Services and Public Health	Sharna Allen	Kasey Marsh	N/A	Yes	£1,405,000	£281,000.00	Revenue	01/06/2019	31/05/2024	31/05/24
TC04- Fire Alarm and Emergency Lighting	Fisk	Finance and Resources	Jo Bell	Liz Green	N/A	No	£377,250	£75,450.00	Revenue	01/06/2019	31/05/2022	31/05/24
IDOX Uniform Uniform and EDRMS Package 18 via CCS RM3821 DAS	IDOX Software Ltd	Strategy, Change and Governance	Rosie Suchley	Niki Mistry	TBC	Yes	£172,097.04	£57,365.68	Revenue	01/04/2021	31/03/2024	N/A

M1920-04 Water Hygiene	IWS	South Essex Homes	Michael Bryant	Michael Bryant	N/A	No	£314,400		Revenue	01/08/2019	31/07/2023	31/07/25
Leasing Grounds Maintenance Machinery (Mowers)	JCB Finance	Finance and Resources	Graham Owen, Kevin Watkins	Niki Mistry	N/A	No	N/A	£1,231.71	Revenue	Rolling at present	23/11/2023	N/A
Leasing Grounds Maintenance Machinery (Machinery)	JCB Finance	Finance and Resources	Graham Owen, Kevin Watkins	Niki Mistry	N/A	No	N/A	£21,699.76	Revenue	Rolling at present	23/11/2023	N/A
Leasing Grounds Maintenance Machinery (Trailers)	JCB Finance	Finance and Resources	Graham Owen, Kevin Watkins	Niki Mistry	N/A	No	N/A	£2,279.15	Revenue	Rolling at present	23/11/2023	N/A
M1920-01 Responsive Repairs and Void Works - SEH	Morgan Sindall	South Essex Homes	Michael Bryant	Michael Bryant	N/A	No	£10,000,000	N/a	Revenue	01/04/2019	31/03/2024	31/03/29
Multi Modal Model (SoSMMM)	Mott MacDonald Ltd	Neighbourhoods and Environment	Davinia Farthing	Sam Riddoch	N/A	Yes	£1,135,000	£283,750.00	Capital	06/04/2020	05/04/2024	05/04/24
Stair lift maintenance	MOUNTFIELD	South Essex Homes	Michael Bryant	Michael Bryant	N/A	No	£55,481	N/A	Revenue	08/05/2019	08/05/2024	08/05/26
IT Strategic Technology Partnership	NTT UK Limited	Strategy, Change and Governance	to be confirmed	Gillian Shine	Ian McLernon	Yes	£1,470,000	Various	Capital	29/01/2021	29/01/2024	No
Intensive Housing Support Service (Variation to Severe & Multiple Disadvantage Service) May need to be reproced. NSAP Funded Support	Peabody South East	Adults and Communities	Jess Siggins	Kasey Marsh, Suzie Clark	N/A	Yes	£654,000.00	£218,000.00	Revenue	01/06/2021	31/03/2024	
Severe & Multiple Disadvantage Service	Peabody South East	Adults and Communities	Jamie Pennycott	Suzie Clark	N/A	Yes	£2,750,000.00	£281,620.00	Revenue	01/12/2017	31/03/2024	31/03/27
Stabilise the Estate C11075 - Microsoft 365 (Enterprise Agreement)	Phoenix Software Ltd	Strategy, Change and Governance	Aaron Townsend	Gillian Shine	N/A	No	£3,480,000.00	£1,160,000.00	Revenue	01/05/2021	31/04/2024	No
ICT Laptop Rolling Replacement Programme [G]	Proband Ltd	Strategy, Change and Governance	Aaron Townsend	Gillian Shine, Sharon Cohen	N/A	Yes	£1,279,000	N/A	Capital	12/11/2020	11/11/2023	11/11/24
Electrical re-wires	Re-Gen	South Essex Homes	Michael Bryant	Michael Bryant	N/A	No	£498,970	N/A	Revenue	01/10/2019	30/09/2023	30/09/25
Secure IT Asset Disposal	Relltek	Strategy, Change and Governance	to be confirmed	Niki Mistry	Andrew Morris	Yes	N/A	£9,932.00	Revenue	29/07/2021	29/07/2023	No
Lot 1- Office based Printer Fleet and Print Room management (corporate services)	Ricoh	Finance and Resources	Dave Webb	Sharon Cohen	Kat Parkins	Yes	£450,000	£90,000.00	Revenue	01/04/2021	31/03/2024	No
Lot 2 - Transactional Mail and Hybrid Mail	Ricoh	Finance and Resources	Tracey Nicola	Sharon Cohen	Kat Parkins	Yes	£727,402	£161,645.00	Revenue	01/04/2021	31/03/2024	No
Provision of Insurance Services (excluding the provision of insurance broking services) Lot 1 Combined Liability	Risk Management Partners	Finance and Resources	Kathy Slowther	Aleksandra Haker (Ola)	N/A	Yes	£2,275,000.00	£325,000.00	Revenue	01/04/2019	31/03/2024	31/03/26
Domestic Abuse Services	Safe Steps	Adults and Communities	Lucia Hedderly, Danielle Davis	Aleksandra Haker (Ola)	N/A	Yes	£2,028,334	£289,762.00	Revenue	01/02/2017	31/01/2023	31/03/24
Domestic Abuse Services- Accommodation based pilot (using DLUCH funding)	Safe Steps	Adults and Communities	Lucia Hedderly, Danielle Davis	Aleksandra Haker (Ola)	N/A	Yes	£359,000	£179,500.00	Revenue	01/04/2022	31/03/2024	No
Adult Advocacy Provision	SEAS	Adults and Communities	Jess Siggins	Kasey Marsh, Suzie Clark	N/A	Yes	£1,168,224	£194,704.00	Revenue	01/04/2019	31/03/2024	31/03/25
Accommodation-based support at West Street (Learning Disability Service)	Southend Care Ltd	Adults and Communities	Tracey Schneider	Michelle McMenemy, Ola Haker	N/A	Yes	£11,300,000	£1,130,000.00	Revenue	01/06/2019	30/03/2024	30/05/29
Leasing Grounds Maintenance Machinery (Mowers)	TP Leasing Limited	Finance and Resources	Graham Owen, Kevin Watkins	Niki Mistry	N/A	No	N/A	£11,311.77	Revenue	Rolling at present	15/08/2023	N/A
Bus Stop Cleaning, Maintenance, Repair and Provision of Bus Stop Infrastructure	To be procured	Neighbourhoods and Environment	Neil Hoskins	Aleksandra Haker (Ola)	N/A	No	£750,000	£125,000.00	Revenue	To be procured. Aim for 01/08/2023	01/08/2027	01/08/29
MH wellbeing hubs contract	Trustlinks	Adults and Communities	CCG (Tarj Sehanger) & Joanna Tyler (Integrated Commissioning) Tracey Schneider	Michelle McMenemy, Ola Haker	N/A	Yes	£228,798	£38,133.00	Revenue	01/11/2019	30/10/2023	30/10/25

The MH Recovery College	Trustlinks	Adults and Communities	CCG (Tarj Sehanger) & Joanna Tyler (Integrated Commissioning) Tracey Schneider	Michelle McMenemy, Ola Haker	N/A	Yes	£317,196	£52,866.00	Revenue	01/11/2019	30/10/2023	30/10/25
Xynomix MSS (Databases)	Xynomix	Strategy, Change and Governance	Aaron Townsend	Niki Mistry	to be confirmed	Yes	£48,000.00	£24,000.00	Revenue	01/11/2021	31/10/2023	Rolling contract at present
Provision of Insurance Services (excluding the provision of insurance broking services) Lot 2	Zurich Municipal	Finance and Resources	Kathy Slowther	Aleksandra Haker (Ola)	N/A	Yes	£672,000.00	£96,000.00	Revenue	01/04/2019	31/03/2024	31/03/26
Provision of Vehicle Maintenance, MOTs, Servicing and Repair & Recovery Services	Castle Point Motors	Neighbourhoods and Environment	Gemma Loizou	Sharon Cohen	N/A	No	£520,000	£104,000.00	Revenue	01/08/2021	31/07/2024	31/07/26
eNews communication platform for residents & businesses (govDelivery Digital Communications Platform for Local Government) DN541745	Granicus-Firmstep Ltd	Transformation	Michael Rynn, Adam Keating	Niki Mistry	TBC	Yes	£99,648.00	£24,912.00	Revenue	12/06/21	12/06/23	12/06/25
IT Service Management Software Solution (G-Cloud 11) DN511353	Hornbill Service Management Ltd	Transformation	Aaron Townsend	Niki Mistry, Sharon Cohen	Kat Parkins	Yes	£156,000	£40,000	Revenue	14/12/20	13/12/22	13/12/24
Drainage design software (InfoDrainage) - 3 new floating licences DN576644	Innovyse Limited	Neighbourhoods and Environment	Tom Palmer	Niki Mistry	Ian McLernon		£70,189	£23,396	Revenue	08/12/21	07/12/23	07/12/24
Selective Licensing solution via G-Cloud 12 DN565638	Metastreet Ltd	Neighbourhoods and Environment	Faith Addy, Olivia Richards	Niki Mistry	Kat Parkins	Yes	£72,200	£16,800.00	Revenue	25/10/21	24/10/23	24/10/25
ICT Security Compliance Monitoring Solution via G-Cloud 12 DN585223	Strata Security Ltd	Transformation	Mark Crawshaw	Niki Mistry	Mark Crawshaw		£123,800	£35,000.00	Revenue	10/02/22	09/02/24	09/02/26
Highways Improvements: 5 Lots covering- Lot 1 (Adhoc highways maintenance, Adhoc coastal defence maintenance, Lot 3 (Urban Traffic control services Inc. bus priority system), Lot 4 (Intelligent Transport systems- Lot 5 (Machine re-surfacing) - also covers guardrails, electrical works, new bridges and resurfacing, signage, road marking, illuminated furniture,	Lot 4- DYNNIQ UK LTD Lot 3- Siemens Lots 1 & 5- Marlborough	Neighbourhoods and Environment	Richard Backhouse	Anton Bull	N/A	N/A	£65,000,000	£6,500,000.00	Revenue and Capital	01/04/2015	31/03/2022	31/03/25
Supported Living (Adults)- Framework	ARAN HOMES LTD FORGET ME NOT CARING LTD J M CAREHOMES J M CAREHOMES LIMITED MCCH SOCIETY	Adults and Communities	Tracey Schneider	Michelle McMenemy	N/A	Yes	Individual placements (N/A)		Revenue	framework to be procured in 2023/24	tbc	N/A
Young People Supported Accommodation covering 16-17 at risk of homelessness or Homeless (LAC, CIN, UASC) 16-17 year old relevant young people, eligible children, Care Leavers Individuals with NRPF 18+ who are care leavers	To be procured	Children's Services and Public Health	Charlotte Humble	Michelle McMenemy	N/A	Yes		£2,400,000.00	Revenue	framework to be procured in 2023/24	tbc	

Children's outings and respite care	Eco Wings	Children's Services and Public Health	Alison Crowe	Suzie Clark	N/A	Yes	N/A	£70,000.00	Revenue	Spot placements	Rolling	N/A
Respite Care for CWD (Lot 4)	St Christopher's Cottage ST CHRISTOPHER'S FELLOWSHIP	Children's Services and Public Health	Charlotte Humble	Michelle McMenemy	N/A	Yes	Contract expired	£93,000.00	Revenue	Rolling at present	N/A	No
Leisure Management Contract	Fusion Lifestyle	Adults and Communities	Sharon Wheeler	Darryl Mitchell	Ian McLernon	Yes	-£4,500,000	N/A	Income	01/07/15	30/06/25	30/06/30
Belton Way and Cliff Scheme - Phase 2: Tender for Remedial Works to Belton Way and Cliff Parade Areas (DfT funded)	To be procured	Neighbourhoods and Environment	Joanne Matthews	Sam Riddoch	N/A	No	£3,000,000.00	£3,000,000.00	Capital & DfT Grant	01/10/22	tbc	
Employee benefit	Tusker	Strategy, Change and Governance	Meryl Harry	Sharon Cohen	N/A	Yes	£690,000.00	£138,000.00	revenue		31/08/24	
Employee benefit	Wider Plan	Strategy, Change and Governance	Meryl Harry	Sharon Cohen	N/A	Yes	£475,000.00	£95,000.00	revenue		31/08/24	N/A
Choice Based Lettings (CBL)	Civica UK Ltd	Growth and Housing	Nicola O'Keefe	Sharon Cohen	Ian McLernon	Yes	£156,438	£33,299.42	Revenue	01/08/2022	31/07/2024	Ext 1 1/8/24 - 31/7/25 Ext 2 - 1/8/25 - 31/7/26
Tender for the Provision of White Goods	Sale Appliances Ltd	Finance and Resources	Iorraine Goldsmith	Kasey Marsh	N/A	Yes	£400,000	£100,000.00	Grant funding	01/05/23	30/04/28	30/04/30
Off-site-storage	Stor-a-file	Finance and Resources	Frances Tubby	Kasey Marsh	N/A	Yes	£80,000	£20,000.00	Revenue	12/06/2019	12/06/2022	01/05/23
Datix Risk Management System	RL Datix	Children's Services and Public Health	Yvonne Shaw	Kasey Marsh, Niki Mistry	Ian McLernon	Yes	£26,624	Variable see comments	Revenue	01/05/2019	31/04/22	Yes
VAT Advisor	Ernst & Young	Finance and Resources	Andrew Walker	Michelle McMenemy	N/A	Yes	£80,000	£20,000.00	Revenue	01/04/2017	31/03/2022	No
Employee Benefits	SME HCI Ltd (trading as Vivup)	Strategy, Change and Governance	Meryl Harry	Sharon Cohen	N/A	Yes	Unknown at present	To be reviewed (depends on usage)	Revenue	02/09/2019	31/08/2021	31/08/23
Infrastructure Delivery Plan	To be procured	Neighbourhoods and Environment	Mark Sheppard	Michelle McMenemy	TBC	TBC	TBC	TBC	Revenue	30/06/2022	31/12/2023	No
Childminding and Pre-school Development workers	Lot 2 - Pre-school PACEY	Children's Services and Public Health	to be confirmed	Suzie Clark	N/A	Yes	£425,000	£85,000.00	Revenue	01/04/2019	31/03/2022	31/03/25
Geotechnical Contract	Cambell Reith	Neighbourhoods and Environment	Neil Hoskins	Kasey Marsh	N/A	No	£1,950,000	£325,000.00	Revenue	01/07/2023	30/06/2026	30/06/29

Vehicle Leasing (Highways)	Societe Generale Equipment Finance Limited	Neighbourhoods and Environment	Rob Gregory	Gillian Shine, Niki Mistry	N/A	N/A	£6,407.70	Lease agreement	Revenue	Rolling at present	14/10/24	N/A
Southend Pier Head Development (Phase one)	To be procured	Finance and Resources	Mark Murphy, Keith Walker	Liz Green	N/A	N/A	£1,130,000	to be procured	Capital	to be procured	to be procured	to be procured
Security Measures	To be Procured	Neighbourhoods and Environment	Simon Ford	Aleksandra Haker (Ola)	No	N/A	£410,000.00	N/A	Capital	tbc	tbc	N/A
Cliffs Pavilion Refurbishment and Remodelling – design and specification - via HQ Theatres as our partner	To be procured	Adults and Communities	Rosemary Pennington	Liz Green	N/A	N/A	333,000.00	No	Capital	to be procured		N/A
Leigh Port Dredging	To be procured	Neighbourhoods and Environment	Joanne Matthews, Neil Hoskins, Mark Howard	Liz Green & Gillian Shine	N/A	N/A	£6-7,000,000	to be procured	Capital	to be procured	to be procured	to be procured
TC06- Servicing, Repair & Maintenance of Boilers and Gas Appliances and Kitchen Equipment Servicing	R&A Mechanical Services Ltd	Finance and Resources	Jo Bell	Liz Green	N/A	No	£435,000	£87,000.00	Revenue	01/04/2018	31/03/2021	31/06/2023 - Extended as agreed with LW
TC08- Intruder alarms, Access Control & Locally monitored CCTV, Automatic Doors and Shutters	Blake contractors	Finance and Resources	Jo Bell	Paula Hattin, Liz Green	TBC	Yes	£180,000	£45,000.00	Revenue	01/04/2020	31/03/2023	31/03/24
TC03- Drainage and Foul Water Systems	CCR Property Services	Finance and Resources	Jo Bell	Liz Green	N/A	No	£275,000	£55,000.00	Revenue	01/04/2018	31/03/2021	31/03/23
TC12- Asbestos Works (up to £10k)	Close Brothers Rail	Finance and Resources	Jo Bell	Liz Green	N/A	No	£100,000	£20,000.00	Revenue	06/08/2018	05/08/2021	05/08/23
Cliff Lift Servicing	Lift Specialists	Finance and Resources	Gary Stickland	Paula Hattin, Liz Green	N/A	No	£28,240	£7,060.00	Revenue	01/04/2019	31/03/2023	N/A
Lightning Protection	Omega Red	Finance and Resources	Jo Bell	Paula Hattin, Liz Green	N/A	No	£46,815	£9,363.00	Revenue	01/04/2019	31/03/2022	31/03/24
TC02- Building Management System	Plummer Electrical	Finance and Resources	Jo Bell	Paula Hattin, Liz Green	N/A	No	£41,705	£8,341.00	Revenue	01/04/2019	31/03/2022	31/03/24
TC05- Fire fighting equipment and fire suppression	Standby Fire Protection	Finance and Resources	Jo Bell	Liz Green	N/A	No	£60,435	£12,087.00	Revenue	01/04/2019	31/03/2022	31/03/24
Council Affordable Housing Development (Phase4) - St Laurence	To be procured	Growth and Housing	Martin Berry	Darryl Mitchell	N/A	N/A	£2,880,000	to be procured	Capital	to be procured	to be procured	to be procured
Empowering and Supporting Families Scheme	Volunteering matters (formerly CSV)	Children's Services and Public Health	Jess Siggins	Suzie Clark	N/A	Yes	£251,949	£83,983.00	Dedicated Schools Funding	01/04/2019	31/03/2023	No
Approved Provider List (APL) for the provision of Holiday Activities and Food (HAF) Programme Services	To be procured	Children's Services and Public Health	to be confirmed	Suzie Clark	N/A	Yes	£2,072,370	£690,790	Revenue (via grant)	01/07/22	31/12/25	N/A
DN228938 - Dark Fibre Circuits and Associated Services	CityFibre	Transformation	Aaron Townsend	Lee White	N/A	No	Under review	TBA	TBA	2016	2026	Exit strategy to be resolved
Co-Location (Data Centre additional racking)	CityFibre	Transformation	Aaron Townsend	Lee White	N/A	No	Under review	To be procured	Revenue	To be procured	31/03/24	Annual review required
Telephony and supporting contracts	Intuity	Transformation	Aaron Townsend	Sharon Cohen, Gillian Shine	N/A	Yes	£98,379.76 over 2 years £147,569.64 over 3 years	£49,189.88	Revenue	01/01/24	31/12/26	31/12/27
ERP System - Professional Services	Unit4	Transformation	Claire Foster	Gillian Shine	N/A	Yes	Under review	To be procured	Revenue	To be procured		
Provision of Cloud-Based Unit 4 Enterprise Resource Planning Solution via G-Cloud 12 Cloud Software	Unit4	Transformation	Katherine Heyworth	Gillian Shine	N/A	Yes	£571,322.30	£186,295-£201,650	Revenue	01/10/21	30/09/23	30/09/25
Community Builders	Southend Association of Voluntary Services (SAVS)	Strategy, Change and Governance	Kamil Pachalko, Lucie Babbington	Suzie Clark	N/A	Yes	£200,000	£100,000	Revenue	Aug-21	01/08/23	
Your Say Southend platform (Engagement HQ)	Granicus	Strategy, Change and Governance	Kamil Pachalko, Maria Medina	Niki Mistry	none allocated	Yes	£31,500	£12,500	Revenue	1st April 22	23/03/23	01/04/26

Absence Management System	Goodshape UK Limited	Strategy, Change and Governance	Jenny Wheals	Aleksandra Haker (Ola)	to be confirmed	Yes	£168,402	£87,000	Revenue	Oct-17	Nov-23	
Framework for Traffic Surveys	To be procured	Neighbourhoods and Environment	Davinia Farthing	Sam Riddoch	none allocated	Yes	£300,000	£60,000	Capital	01/06/23	01/06/28	01/06/29
Local Transport Plan 4	Steer	Neighbourhoods and Environment	Davinia Farthing	Michelle McMenemy	N/A	Yes	£267,000	£133,500	Revenue	01/02/22	31/03/24	
Realtime Passenger Information	JMW Systems	Neighbourhoods and Environment	Karen Gearing	ECC	N/A	Yes	£2m	£130,000	Revenue and Capital	01/11/22	01/11/23	01/11/26
New Roof Covering to APrt of Victoria Centre	Cemplas Ltd	Finance & Resources	Jonathan Mather	Sam Riddoch	n/a	n/a	£328,000		Capital	01/11/22	31/03/23	
Southend Inclusion Review - review of SEND across all Southend schools and settings, Alternative Provision and Children's Services	To be procured	Children and Public Health	Sarah Greaves	Kasey Marsh	N/A	N/A	£3m	£1m	Revenue	01/07/22	31/03/25	
Passive House Pilot - Main Contractor	TBC	Growth and Housing	Martin Berry	Liz Green/Gillian Shine	N/A	Yes	£950,000	tbc	Capital	tbc		
Additional Community Support Resources	The Stambridge Group	Neighbourhoods and Environment	Simon Ford	Liz Green	N/A	Yes	£400,000 to £800,000	£80,000 to £160,000	Revenue	tbc		
Ground Maintenance Equipment Hire	To be Procured	Finance & Resources	Kevin Watkins	Liz Green, Niki Mistry	N/A	N/A	£285,000	£57,000	Revenue	tbc		
Stairlifts (Framework for Supply, Installation and Maintenance)	To be Procured	Adults and Communities	Carol Smith	Sam Riddoch	N/A	Yes	£2,000,000	£300,000	Revenue and Capital	30/08/23	29/08/27	29/08/28
Property Magement of Victoria Centre	To be Procured	Neighbourhoods and Environment	Joathan Mather	Sam Riddoch	none allocated	Yes	£500,000	£125,000	capital	01/09/23	31/08/25	31/08/27
Asset Valuations and Insurance Reinstatement Valuations 2023	To be Procured (currently Whybrow)	Neighbourhoods and Environment	Joathan Mather	Aleksandra Haker (Ola) / SR	none allocated	Complete	£100,000	£20,000	revenue	01/06/23	31/05/27	31/05/28
Re-build of Fishermans Co-Operative	To be Procured	Finance and Resources	Drew Jones	Liz Green/Gillian Shine	N/A	N/A	£765,000	N/A	Capital	30/06/23		Procurement due to commence 30/04/23
Occupational Therapy and Independent Mobility Assessment Service	To be Procured	Adults and Communities	Carol Smith	Sam Riddoch	none allocated	Yes	£400,000	£100,000	Revenue and Capital	30/06/23		Procurement due to commence 30/04/24
Responsive Repairs and Void Works - SEH	NEW TENDER 23/24	South Essex Homes	SEH Property Services	Michael Bryant	N/A	No	4,100,000	4,100,000	Revenue	01/04/24	31/03/29	31/03/34
External/Internal & One Room Decs	NEW TENDER 23/24	South Essex Homes	SEH Property Services	Michael Bryant	N/A	No	2,400,000	300,000	Revenue	01/04/24	31/03/30	31/03/32
Asbestos Removal Works	NEW TENDER 23/24	South Essex Homes	SEH Property Services	Michael Bryant	N/A	No	250,000	50,000	Revenue	01/09/23	31/08/26	31/08/28
M2324-01 Electrical Service & Maintenance Contract incorporating Fire Alarms, Emergency Lighting, Door Entry & Lightening Conductors etc.	NEW TENDER 23/24	South Essex Homes	SEH Property Services	Michael Bryant	N/A	No	2,100,000	300,000	Revenue	01/07/23	30/06/28	30/06/30
Insurance & Acquisitions & External / Internal Wks	NEW TENDER 23/24	South Essex Homes	SEH Property Services	Michael Bryant	N/A	No	250,000	50,000	Capital	01/04/24	31/03/27	31/03/29
Corporate Print Services	pfh Framework	South Essex Homes	SEH Property Services	Michael Bryant	N/A	No	200,000	40,000	Revenue	01/04/23	31/03/26	31/03/28
Window Cleaning	NEW TENDER 23/24	South Essex Homes	SEH Property Services	Michael Bryant	N/A	No	50,000	10,000	Revenue	01/04/25	31/03/29	31/03/30
Kitchen, Bathroom & Rewire Works	NEW TENDER 23/24	South Essex Homes	SEH Property Services	Michael Bryant	N/A	No	700,000	140,000	Capital	01/08/23	31/07/26	31/07/28
Scooter Storage	NEW TENDER 23/24	South Essex Homes	SEH Property Services	Michael Bryant	N/A	No	150,000	30,000	Capital	01/08/23	31/07/26	31/07/28
Sheltered SHO Flat Conversions	NEW TENDER 23/24	South Essex Homes	SEH Property Services	Michael Bryant	N/A	No	1,000,000	250,000	Capital	01/09/23	30/08/25	30/08/27
Lift Modernisations	NEW TENDER 23/24	South Essex Homes	SEH Property Services	Michael Bryant	N/A	No	250,000	250,000	Capital	01/09/23	31/03/24	-
Civic Centre Catering	SEPS	Finance and Resources	Mark Murphy	Darryl Mitchell	N/A	Yes	100,000	20,000	Revenue	17/05/23	16/05/26	16/05/28
MOT of licensed vehicles (Taxis)	Autorama	Neighbourhoods and Environment	Elizabeth Georgeou	Darryl Mitchell	N/A	Yes	0	0		tbc	tbc	tbc
LTA Resurfacing of Tennis Courts	To be Procured	Adults and Communities	Sharon Wheeler	Darryl Mitchell	N/A	No	315,000	315,000	Grant Funding and Revenue	tbc		
E Books and E Audio Books (+Borrow Box)	Bolinda	Adults and Communities	Anne Bonham	Darryl Mitchell	N/A	Yes	146,000	£36,500	Revenue	Feb-24	Feb-28	
Public Health Burials (No Means Burials)	J W Tate & Son Funeral Directors NHS Southend Crematorium	Neighbourhoods and Environment	Elizabeth Georgeou	Darryl Mitchell	N/A	Yes	100,000	£25,000	Revenue	tbc		
Golf Starters	School Of Golf	Neighbourhoods and Environment	Ian Brown	Darryl Mitchell	N/A	Yes	275,000	55,000	Revenue	tbc		
The Charity Shop Gift Card	NEW TENDER 23/24	Growth and Housing	Olivia Brown	Sharon Cohen	N/A	Yes	TBC	TBC	Grant Funding and Revenue	TBC	TBC	TBC
Pre Paid Cards Virtual	NEW TENDER 23/24	TBC	TBC	Sharon Cohen	N/A	Yes	TBC	TBC	Revenue	TBC	TBC	TBC
Software Assest Management Tool	Phoenix Software Ltd	Strategy, Change and Governance	Andrew Morris	Sharon Cohen	Ian McLernon	TBC	87396	41796 Yr 1 & £22800 Yr 2& 3	Revenue	01/05/23	30/04/26	

Data Strategy Partner - Discovery phase	TBC	Strategy, Change and Governance	Simon Johnson	Sharon Cohen	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC
Data Strategy Partner - Delivery phase	TBC	Strategy, Change and Governance	Simon Johnson	Sharon Cohen	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC
Highways Information System	Roadworks Information Ltd T/A one.network	Neighbourhoods and Environment	to be confirmed	Niki Mistry	TBC	TBC	TBC	TBC	£38,480	TBC	TBC	TBC
Committee Management System - Modern.Gov (Hosting, Restricted App, Licences & Support)	Civica UK Ltd (was Modern Mindset Ltd)	Strategy, Change and Governance	Colin Gamble	Niki Mistry	Kat Parkins	Yes	TBC	£13,396	Revenue	01/11/16	01/11/21	Rolling contract at present
Elections Management System	Xpress Software Solutions	Strategy, Change and Governance	Colin Gamble	Niki Mistry	Kat Parkins	Yes	TBC	£24,028	Revenue		31/03/20	Rolling contract at present
EzyTreev [R] [G]	R & A Software Systems Ltd.	Neighbourhoods and Environment	Ian Brown	Niki Mistry	Ian McLernon	TBC	1 Year + Rolling	£6,580	Revenue	03/10/01	01/01/18	Rolling contract at present
Housing Construction Scheme - Phase 4	TBC	Growth and Housing	David Moon	Liz Green	N/A	No	£2,400,000.00	£2,400,000.00	Capital			Procurement Due to commence May 2023
Leigh Port Works	To be procured	Neighbourhoods and Environment	Joanne Matthews, Neil Hoskins, Mark Howard	Liz Green, Gillian Shine	N/A	N/A	£6-7,000,000	to be procured	Capital	to be procured	to be procured	to be procured
EV Charging Points/Infrastructure	To be procured	Neighbourhoods and Environment	Jo Gay	Kasey Marsh	to be confirmed	TBC	To be procured	to be procured	Capital and Grant	to be procured	to be procured	to be procured
Selective Licensing solution via G-Cloud 12 DN565638	Metastreet Ltd	Neighbourhoods and Environment	Faith Addy, Olivia Richards	Niki Mistry, Gillian Shine	Kat Parkins	Yes	£72,200	£16,800.00	Revenue	25/10/21	24/10/23	24/10/25
LoCTA annual Unlimited Licence	Mag:Net Solutions Limited	Finance and Resources	Lorraine Goldsmith	Niki Mistry	Kat Parkins	Yes	1 Year + Rolling	£4,815.00	Revenue	01/04/11	31/03/17	Rolling contract at present
Analysis and Evaluation of attainment and progress of pupils with SEN	SGA Systems Ltd	Children's Services and Public Health	Kirstinne Woledge	Niki Mistry	Ian McLernon	Yes	To be procured	to be procured	Revenue	to be procured	to be procured	to be procured
Fuel Cards (2022+)	Certas (via Fuel Card Services Ltd)	Neighbourhoods and Environment	Gemma Loizou	Niki Mistry, Gillian Shine	Kat Parkins	Yes	£380,000	£95,000.00	Revenue	21/04/2016	01/08/2022	31/07/23
FFT Aspire (FFT Database)	FFT Education Ltd	Children's Services and Public Health	Olivia Allen	Niki Mistry	Ian McLernon	Yes	N/A	£12,840.00	Revenue	11/05/2012	31/03/2018	31/03/23
Corporate Performance Management / Dashboards	Ideagen Gael Ltd (was Pentana)	Strategy, Change and Governance	Gareth Nicholas	Niki Mistry	Ian McLernon	Yes	Rolling	£16,430.70	Revenue	10/03/2006	Rolling	Rolling contract at present
Info4LocalGov Portal	IHS Global Ltd.	Adults and Communities	Scott Dolling	Niki Mistry	Kat Parkins	Yes	N/A	£30,081.15	Revenue	01/01/2000	30/05/2018	Rolling contract at present
Symology Insight Enterprise Cloud via G-Cloud 11 Cloud Software (2nd & Final extension)	Symology Ltd	Neighbourhoods and Environment	Chris Read	Niki Mistry, Gillian Shine	Ian McLernon	Yes	£361,656.00	£87,914.00	Capital 50k, rest Revenue	07/01/2021	06/01/2023	06/01/25
EVOLVE	eduFOCUS Ltd	Children's Services and Public Health	Carol Parker	Niki Mistry	Ian McLernon	Yes	1 Year + Rolling	£4,999.00	Revenue	01/04/2012	01/04/2018	Rolling contract at present
BACAS Burial and Cremation Administration System	Agile Applications Ltd (was Clear Skies Software Ltd)	Neighbourhoods and Environment	Chris Green, Kevin Watkins	Niki Mistry, Gillian Shine	Ian McLernon	Yes	To be procured	£3,100.00	Revenue	01/10/2011	12/10/2020	Rolling contract at present
Cost of Living Support Software (LIFT dashboard)	Policy in Practice Ltd	Growth and Housing	Tracy Harris, Boglarka (Bogj) Nemeth	Niki Mistry	Ian McLernon	Yes	To be procured	£32,000	Revenue			
Ground Maintenance Equipment Purchase Mowers	P Tuckwell Ltd	Neighbourhoods and Environment	Kevin Watkins	Niki Mistry	N/A	No	£18,981.00	£18,981.00	Revenue			
Ground Maintenance Equipment Purchase Tractors	Ernest Doe Ltd	Neighbourhoods and Environment	Kevin Watkins	Niki Mistry	N/A	No	£45,660.00	£45,660.00	Revenue			
Ground Maintenance Equipment Purchase Dumpers	Ernest Doe Ltd	Neighbourhoods and Environment	Kevin Watkins	Niki Mistry	N/A	No	£47,434.00	£47,434.00	Revenue			
Registrars Diary Management System (Stopford Agenda)	Stopford Information Systems Limited	Strategy, Change and Governance	Andrew Morris	Niki Mistry	Kat Parkins	Yes	£28,000.00	£2,000	Revenue	26/03/09	26/03/24	Rolling contract at present
NCER Membership fees & CLA Reporting	NCER CIC	Children's Services and Public Health	Olivia Allen	Niki Mistry	Kat Parkins	Yes	£83,505.00	£7,749	Revenue	24/04/12	23/04/19	23/04/23
Flood and Coastal contract	Mott MacDonald Ltd	Neighbourhoods and Environment	Joanne Matthews	Aleksandra Haker (Ola)	N/A	No	£6,000,000	£1,000,000	Revenue, Capital and Grant	02/11/23	01/11/26	01/11/29

PROCUREMENT PLAN 2024-25

Contract Title	Supplier/s	CMT Area (or S.E.H)- F&R, SCG, C&PH, A&C, N&E, G&H	Service Area Contract Manager/s	Procurement Lead	ICT Business Partner	Is Data Protection to be considered?	Current or Expected Contract Value (Lifetime Inc. extensions)	Annual Value/Budget	Revenue, Capital or Income	Start Date	End Date	Option to extend till?
Vehicle Leasing (Parks) (9x Beavertails)	Richard C Bircher (Holdings) Ltd	Neighbourhoods and Environment	Graham Owen, Kevin Watkins	Gillian Shine, Niki Mistry	N/A	Yvette Clarke		£32,887.92	Rolling lease at present	24/12/22	23/12/24	N/A
Fire Improvement Works	To be procured	Finance and Resources	Mark Murphy	Property Services	N/A	N/A	£821,000	to be procured	Capital	to be procured	to be procured	to be procured
Property Refurbishment Programme	To be procured	Finance and Resources	Mark Murphy	Property Services	N/A	N/A	£600,000	to be procured	Capital	to be procured	to be procured	to be procured
Priority Works	To be procured	Finance and Resources	Mark Murphy	Property Services	N/A	N/A	£600,000	to be procured	Capital	to be procured	to be procured	to be procured
Home Again Service	Ashley Care Service	Adults and Communities	Gemma Knight	To be confirmed	N/A	Yes	£600,000	£60,000.00	Revenue	01/05/2017	30/04/2022	30/04/27
Dark Fibre Circuits provision and Associated Services	CityFibre Ltd.	Strategy, Change and Governance	Steven Hemmings	Michelle McMenemy	N/A	Yes	£3,240,000	£324,000.00	Revenue	16/03/2016	15/03/2026	No
Public Wireless Network Connection	InTechnology PLC	Strategy, Change and Governance	Stewart Thompson	Michelle McMenemy	Darren Kidson	Yes	There was a deployment cost but this is supposed to be revenue generating	£0.00	Revenue	03/06/2016	02/06/2026	No
Syrian Refugees	Peabody Trust	Adults and Communities	Olivia Brown	Kasey Burke	N/A	Yes	£613,700	£122,740.00	Home Office Grant	01/02/2020	02/09/2026	It could extend slightly longer as contract ends from the date the last individual arrives + 5years
Framework Agreement with Attrition for Adaptations Works for Southend on Sea Borough Residents (and Other Contracting Authorities in Essex) 2018	Advanced Building & Maintenance Services Ltd; Accessible Solutions Ltd; Gracelands CMS Ltd; and Trinity Construction Services Ltd	Adults and Communities	Carol Smith	Sam Riddoch	N/A	Yes	£5,200,000	£1,300,000.00	Revenue	01/09/2018	31/08/2022	No
Contract for the Provision of Internal Audit and Anti-Fraud Services	LB of Barnet - PwC Contract	Finance and Resources	Andrew Barnes	Darryl Mitchell	N/A	Yes	£780,000	£130,000.00	Revenue	Framework started on 01.04.2020	Framework is 4+1+1	31/03/26
Advocacy Services (Children's)	National Youth Advocacy Service	Children's Services and Public Health	Ruth Baker	Aleksandra Haker (Ola)	N/A	Yes	£229,880	£45,976.00	Revenue	01/04/2021	31/03/2024	31/03/26
TC14- Lot 1 electrical testing, fixed wire and PAT	Quantec	Finance and Resources	Jo Bell	Liz Green	N/A	No	£140,000	£28,000.00	Revenue	01/09/2021	31/08/2026	No
Highway Maintenance Technical Support (Carriageway and footpath condition surveys) via RAMs Framework	Gaist Solutions Limited	Neighbourhoods and Environment	Chris Read	To be confirmed	N/A	N/A	£100,773	£24,450.00	Revenue	01/09/2022	24/12/2026	No
Parking Enforcement, Car Park Management and Associated Services	APCOA Parking (UK) Ltd Conduent Parking Enforcement Solutions Ltd. (not top 80%)	Neighbourhoods and Environment	Sharon Harrington	Michelle McMenemy / Ola Haker	Kat Parkins	Yes	£10,260,000	£1,140,000.00	Revenue	01/03/2016	28/02/2023	28/02/25
Leasing Grounds Maintenance Machinery (Machinery)	JCB Finance	Finance and Resources	Graham Owen/Kevin Watkins	Gillian Shine	N/A	No	N/A	£4,571.76	Revenue	Rolling at present	23/11/2026	N/A
Parking System	INTERNATIONAL PARKING SYSTEMS (UK) LIMITED	Neighbourhoods and Environment	DW/T&H/TBC	Michelle McMenemy	Kat Parkins	Yes		£45,519.65	Revenue		01/07/2027	01/07/32
Parking System	SAGOSS LIMITED	Neighbourhoods and Environment	DW/T&H/TBC	Michelle McMenemy	Kat Parkins	Yes		£26,318.92	Revenue		01/07/2027	01/07/32
Parking System solution	Spur Information Solutions (Conduent)	Neighbourhoods and Environment	DW/T&H/TBC	Michelle McMenemy	Kat Parkins	Yes		£251,000.00	Revenue		01/07/2027	01/07/32
ESRI ArcGIS maintenance package and CrimeAnalyst / ArcGIS Enterprise licences	ESRI (UK) Ltd	Children's Services and Public Health	Jordan Holdsworth	Niki Mistry	Ian McLernon	Yes	£158,565	£52,855.00	Revenue	01/01/2022	31/12/2025	No
ICT Security Compliance Monitoring Solution via G-Cloud 12 DN585223	Strata Security Ltd	Transformation	Brad Warren	Niki Mistry	Brad Warren		£123,800	£35,000.00	Capital	10/02/22	09/02/24	09/02/26
Provision of Ransomware Containment via Call off from KCS Framework Y20023 (Managed Services) - DN610687	Ricoh UK Ltd	Strategy, Change and Governance	Brad Warren	Sharon Cohen	Ian McLernon	No	£98,651	£32,884	Capital	19/05/22	01/10/25	no
Consultation Engagement Platform (Your Say Southend)	Bang the Table	Strategy, Change and Governance	Kamil Pachilko	Niki Mistry	Kat Parkins	Yes	£31,500	£12,915	Revenue	01/04/22	30/09/24	31/03/2025

Approved Provider List (APL) for the provision of Holiday Activities and Food (HAF) Programme Services	To be procured	Children's Services and Public Health	Elaine Hammans	Suzie Clark		Yes	£2,072,370	£690,790	Revenue (via grant)	01/07/22	31/12/25	N/A
Coastal Defence Support	To be procured	Neighbourhoods and Environment	Joanne Matthews	Aleksandra Haker (Ola)	N/A	N/A	TBC	TBC	Revenue	to be procured	to be procured	to be procured
Southend Pier - Timber Outer Pier Head	To be procured	Finance and Resources	Mark Murphy, Keith Walker	Liz Green	N/A	N/A	£4,196,000	to be procured	Capital	to be procured	to be procured	Start works Apr 2025.
TC14- Lot 3 electrical works above £5000	5 Contractors on framework	finance and Resources	Jo Bell	Liz Green	n/A	no	Unknown	Unknown	Capital and revenue	01/09/2021	31/08/2024	31/08/26
TC01- Air Conditioning, Air Ventilation and Heat Pumps	R&A Mechanical	Finance and Resources	Jo Bell	Liz Green	N/A	No	£250,000	£50,000.00	Revenue	01/06/2021	31/05/2024	31/05/2026.
DN228938 - Dark Fibre Circuits and Associated Services	CityFibre	Transformation	Aaron Townsend	Lee White	N/A	No	tbc	tbc	tbc	2016	2026	Exit strategy to be resolved
Co-Location (Data Centre additional racking)	CityFibre	Transformation	Aaron Townsend	Lee White	N/A	No	tbc	tbc	tbc	To be procured	31/03/24	Annual review required
Lifestyle Services/ Wellbeing Service	Everyone Health Ltd	Children's Services and Public Health	Sharna Allen	Kasey Burke		Yes				01/06/24		
Water Hygiene	NEW TENDER	South Essex Homes	SEH Property Services	Michael Bryant	N/A	No	£480,000	£80,000.00	Revenue	01/08/2025	31/07/2029	31/07/31
Communal TV Aerial Maint.	NEW TENDER	South Essex Homes	SEH Property Services	Michael Bryant	N/A	No	£75,000	£15,000	Revenue	01/07/24	30/06/27	30/06/29
Lift Servicing & Maintenance	NEW TENDER	South Essex Homes	SEH Property Services	Michael Bryant	N/A	No	£960,000	£160,000	Revenue	01/07/24	30/06/29	30/06/31
Window & Door Replacement	NEW TENDER	South Essex Homes	SEH Property Services	Michael Bryant	N/A	No	£1,132,000	£226,400	Capital	01/04/24	31/03/28	31/03/29
Heating Replacement	NEW TENDER	South Essex Homes	SEH Property Services	Michael Bryant	N/A	No	£1,172,000	£234,400	Capital	01/07/24	30/06/28	30/06/29
Provision of Mobile Phones. Data SIMs and Lone Worker Devices	Vodafone Limited	Transformation	Aaron Townsend	Sharon Cohen	N/A	Yes	£568,008	£189,336	Revenue	01/05/22	30/04/25	No
ELMS2 Silver Support and Maintenance	Ethitec	Adults and Communities	Phil Webster	Niki Mistry	Ian McLernon	Yes	£21,099.91	£7,033	Revenue	01/04/22	31/03/25	
Registrars Diary Management System (Stopford Agenda)	Stopford Information Systems Limited	Strategy, Change and Governance	Andrew Morris	Niki Mistry	Kat Parkins	Yes	£28,000.00	£2,000	Revenue	26/03/09	26/03/24	Rolling contract at present
Key2 Vehicle Management software licensing, Hosting and Maintenance	Jaama Limited	Neighbourhoods and Environment	Gemma Loizou	Niki Mistry	Kat Parkins	Yes	£12,618.00	£5,967	Revenue	13/03/22	12/03/25	
Provision of independent mobility assessment service for blue badge applications	Access Independent	Finance and Resources	Julie Painter	Sharon Cohen		Yes	£193,875	£38,775	Revenue	01/03/22	28/02/25	28/2/27 (2x 12 months)

PROCUREMENT PLAN 2025-26

Contract Title	Supplier/s	CMT Area (or S.E.H)- F&R, SCG, C&PH, A&C, N&E, G&H	Service Area Contract Manager/s	Procurement Lead	ICT Business Partner	Is Data Protection to be considered?	Current or Expected Contract Value (Lifetime Inc. extensions)	Annual Value/Budget	Revenue, Capital or Income	Start Date	End Date	Option to extend till?
Priority Works	To be procured	Finance and Resources	Mark Murphy	Property Services	N/A	N/A	£600,000	to be procured	Capital	to be procured	to be procured	to be procured
N3 Connectivity in Civic Building	To be procured	Strategy, Change and Governance	Madeleine Du Plooy	to be confirmed	N/A	N/A	£39,000.00	to be procured	Capital	to be procured	to be procured	to be procured
Revenues and Benefits Hosting	NEC Software Solutions UK Limited	Finance and Resources	Lorraine Goldsmith	Sharon Cohen	Kat Parkins	Yes	£842,175.00	£168,435.00	Revenue	01/04/2022	31/03/2027	No
Drug & Alcohol Treatment and Recovery Services	The Forward Trust	Adults and Communities	Jamie Pennycott	Suzie Clark	N/a	Yes	£19,000,000	£1,900,000.00	Revenue	01/04/2022	31/03/2027	31/03/32
M2223-01 Boiler & gas appliance maintenance SEH & Plantroom upgrades	Aaron Services	South Essex Homes	Michael Bryant	Michael Bryant	N/A	No	£11,250,000	£1,125,000.00	Revenue	01/04/2022	31/03/2027	31/03/32
EDRMS now Workflow 360	Civica UK Limited	Transformation	James Gilroy	Sharon Cohen, Niki Mistry	James Gilroy	Yes	£891,168.00	£113,024.00	Capital	20/10/21	19/10/26	19/10/28
One System (including modules)	Capita PLC	Children's Services and Public Health	Kirstinne Woledge	Sharon Cohen	Kat Parkins	Yes	£499,911.20	£86,929.91	Revenue	01/04/2023	31/03/2026	31/3/28 (2X 12 Months)
Prepay Cards	All Pay limited	Children's Services and Public Health,	Paul Mavin	Sharon Cohen	N/A	Yes	£92,720.56	£23,180.14	Revenue	10/01/2023	10/01/2026	10/01/27
Southend City Wi-Fi service	InTechnology	Transformation	Aaron Townsend	to be confirmed	N/A	No	tbc	tbc	tbc	2016	2026	
Ransomware	Ricoh / Bullwall	Transformation	Mark Crawshaw	to be confirmed	N/A	No	tbc	£31,057.00	Revenue		01/10/25	
Stairlift Maintenance	NEW TENDER	South Essex Homes	SEH Property Services	Michael Bryant	N/A	No	£60,000	£420,000	Revenue	01/04/26	31/03/31	31/03/33
Roof Renewals & High Level Wks	NEW TENDER	South Essex Homes	SEH Property Services	Michael Bryant	N/A	No	£200,000	£33,000	Capital	01/08/24	30/07/28	30/07/30
Fire Door & Improvement Works	NEW TENDER	South Essex Homes	SEH Property Services	Michael Bryant	N/A	No	£3,000,000	£500,000	Capital	01/04/26	31/03/30	31/03/32
DH Rewires	NEW TENDER	South Essex Homes	SEH Property Services	Michael Bryant	N/A	No	£2,591,000	£518,000	Capital	01/06/25	30/05/28	30/05/30
Lift Consultancy	NEW TENDER	South Essex Homes	SEH Property Services	Michael Bryant	N/A	No	£200,000	£40,000	Capital	01/04/27	31/03/32	-
Provision of a Content and Case Management System (My Southend (myaccount) Replacement, Main Website and Livewell)	Jadu Creative Limited	Strategy, Change and Governance	Rosie Suchley	Gillian Shine	Carl Flaxman	Yes	£673,300	£92,000.00	Revenue	06/04/2023	05/04/2026	05/03/27
Design & Print Services	Formara Limited	Strategy, Change and Governance	Adam Keating	Sharon Cohen	N/A	Yes	£536,457.50	£107,291.50	Revenue	01/06/23	31/05/26	31/05/2028 (2 x 12 months)
Social Prescribing Digital Tool	Priority Digital Health Limited	Children's Services and Public Health	Simon D Ford	Sharon Cohen	Ian MCLernon	Yes	£142,500.00	£28,000	Revenue	01/07/23	30/06/26	30/06/27

PROCUREMENT PLAN 2026-27

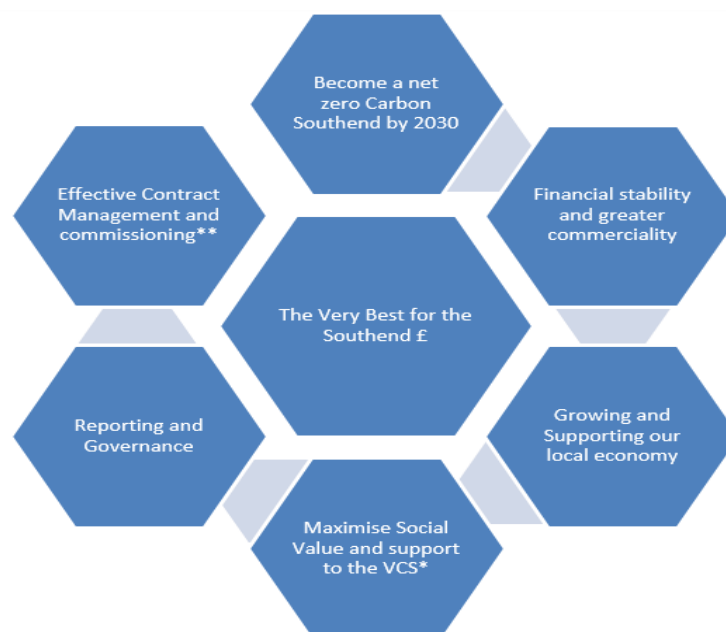
Contract Title	Supplier/s	CMT Area (or S.E.H)- F&R, SCG, C&PH, A&C, N&E, G&H	Service Area Contract Manager/s	Procurement Lead	ICT Business Partner	Is Data Protection to be considered?	Current or Expected Contract Value (Lifetime Inc. extensions)	Annual Value/Budget	Revenue, Capital or Income	Start Date	End Date	Option to extend till?
Priority Works	To be procured	Finance and Resources	Mark Murphy	Property Services	N/A	N/A	£600,000	to be procured	Capital	to be procured	to be procured	to be procured
Better Queensway - Programme Management	To be procured	Growth and Housing	Gemma Webb	to be confirmed	N/A	N/A	to be procured	to be procured	Capital	01/08/22	31/07/26	to be procured
Crematorium Refurb and Service Contract	Facultative Technologies Ltd	Neighbourhoods and Environment	Kevin Watkins	Michelle McMenemy	N/A	No	£1,824,976	£72,999.04	Both	08/03/2021	07/08/2046	N/A
Theatre Operator	HQ Theatres now taken over by Trafalgar Entertainment	Adults and Communities	Rosemary Pennington	Darryl Mitchell	N/A	Yes	£1,150,000	rental on sliding scale, currently £50,000 PA	Revenue	08/01/2006	08/01/2036	No
Vecteo Transport Solution	London Hire (JV Partner)	Neighbourhoods and Environment	Anne Warburton	Gillian Shine	N/A	Yes	£27,000,000	£1,800,000.00	Revenue	01/03/2020	28/02/2030	28/02/35
Delaware, Priory, Care & Support, Viking, START, Project 49, Shared Lives, LD Employment and One to One support, Spencer House, West Street	Southend Care Ltd- LA Trading Company (funded by Adult Social Care budget)	Adults and Communities	Tandra Forster	Kasey Marsh / Suzie Clark	N/A	Yes	£87,165,580	£8,716,558.00	Revenue	01/04/2022	31/03/2032	31/03/2022 (can move beyond if SBC agrees)
Case Management Information System for, Children and Families Social Care, Adult Social Care and Financials	Liquidlogic	Adults and Communities	Kirstinne Woledge	Sharon Cohen	Ian McLernon	Yes	£959,058	£104,393.78	Revenue	25/02/2023	24/02/2028	24/02/30
Housing Solutions Application NEC Software (support and maintenance) Including SEH contract	NEC Software Solutions UK Limited	Growth and Housing and South Essex Homes	James Gilroy	Sharon Cohen	Ian McLernon	Yes	£348,459	£66,246.93 Y1 £70,552.98 (Y2- 5)	Revenue	01/04/23	31/03/28	No

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Meeting: Cabinet
Date: 28 June 2023
Classification: Decision paper
Key Decision: Yes
Title of Report: **Council Procurement and Contract Management Strategy 2023-26**
Policy Context: Revision of our expired Council Procurement Strategy.
Executive Director: Joe Chesterton (Finance & Resources)
Report Author: Lee White (Head of Procurement)
Executive Councillor: Cllr John Lamb (Portfolio Holder for Regulatory Services)

1 Executive Summary

- 1.1 This report provides the revised Council Procurement and Contract Management Strategy 2023-26. We commenced consultation in 2022 and so this report now brings together both feedback and comments from internal officers and members, external businesses (both from the voluntary, community and private sector) as well as taking account of our Corporate Plan, Southend 2050, the need to evidence Value for Money, and the national context we are working in. The priorities set out within this new strategy are:
 *VCS- Voluntary and Community Sector



2 Recommendations

It is recommended that Cabinet:

- 2.1 Approve the Council Procurement and Contract Management Strategy 2023-26 (**Appendix 1**).
- 2.2 Note that once the Government have concluded the Public Procurement Reform (expected in 2024), we will ensure that any other necessary changes to our procurement processes will be delivered.
- 2.3 Note that delivery of this strategy will be through the objectives set within the Corporate Procurement Service Plan which will be revised on an annual basis.

3 Background

- 3.1 The Council's procurement strategy expired in 2020/21 and given the pressures around the pandemic on both council services and suppliers, as well as the commencement of UK Procurement reform, it wasn't the right time to start a revision of the strategy. We commenced consultation in 2022 and so this report now brings together both feedback and comments from internal officers and members, external businesses (both from the voluntary, community and private sector) as well as taking account of our corporate plan, Southend 2050, the need to evidence Value for Money, and the national context we are working in. A copy of the full strategy (**Appendix 1**) is provided.
- 3.2 Delivery of the strategy will be through the annual Corporate Procurement Service Plan and so this will allow the flexibility to review the Council's and City's changing priorities and ensure that the strategy is fit for purpose.

4 Reasons for Decisions

- 4.1 Approval of the Council's Procurement and Contract Management Strategy is required as our current strategy expired in 2020/21.
- 4.2 The strategy will be one of the key tools to supporting delivery of the council's and city's priorities especially in terms of:
 - The Council's financial stability
 - Evidencing Value for Money and the 'Very best for the Southend £'
 - Ensuring effective contract management and commissioning and the delivery of Social Value
 - Meeting our Climate Change aspirations
 - Supporting our local economy

5 Other Options

5.1 The only other options are:

- Continue with our current strategy but this is now out of date and is no longer fit for purpose given the changing priorities and national context we are now operating in.
- Decide to not have a Procurement and Contract Management Strategy but this will have a financial, local economic and environmental impact and create even more pressure on already stretched resources.

6 Financial Implications

6.1 At the centre of this new strategy is ensuring 'The very best for the Southend £' and therefore it is a key tool to ensuring that both the Council remains financially stable but also that we are maximising the local economic benefits we can create through the way we procure, manage our contracts and commissioning services.

7 Legal Implications

7.1 As the UK Procurement Reforms continue we are still obliged to meet the requirements of the UK Public Contract Regulations (2015) as well as any Procurement notices issued by Central Government. This Strategy continues to be underpinned by those regulations but looks at the opportunities within that framework that allow us to support Southend City's priorities.

8 Carbon Impact

8.1 The Environment is one of the priorities outlined within the revised strategy (Appendix 1). We have a number of Council contracts that support outcomes in terms of improving the city's environment. Social Value is also tested through a number of procurements which can deliver added value in terms of our local environment. The Corporate Procurement Team have been involved in the review of the new Social Value policy and the development of a Southend Themes and Outcomes Measures (STOMS) framework. This framework includes a number of offers which contractors can commit to in terms of Carbon Reduction. One example of success is the re-tendering of our Waste Disposal contract during 2022/23 which led to a carbon impact reduction of 90%.

8.2 We are currently working with the Climate Change team to look at a clear process which will identify which procurements will include a quality measure around Carbon Reduction Plans and their implementation. We have already built this into our new draft Procurement Strategy and is an area of focus now in terms of Effective Contract Management.

9 Equalities

9.1 An Equality Analysis screening was completed and signed 8th December 2022 and no further action is required.

10 Consultation

10.1 There has been extensive consultation on this strategy over the last 8 months including:

- Support from the East of England LGA as a critical friend throughout
- Workshops with Council contract managers (both face to face and via Teams) during 2022 and sharing of the priorities in 2023 via the Teams Channel for Contract Managers (approximately 150 members)
- Presentations on the priorities to Finance and Resources DLT, Extended CLT and the Economic Recovery group
- 3 evening sessions for members in September and October 2022 (18 members attended) along with the offer of 1-1 meetings if requested
- Initial presentation to CLT in January 2023
- Presentation to the Voluntary and Community Sectors (via SAVS) in February 2023
- Presentation to the Southend Local Business Breakfast on 2nd March 2023 (approximately 60-70 attendees)
- Presentation to the Southend Business Partnership Executive on 7th March 2023

11 Appendices

11.1 **Appendix 1**- Council Procurement and Contract Management Strategy 2023-26

Procurement and Contract Management Strategy 2023-26

‘The Very Best for the Southend £’

Foreword

We currently spend around £190m per annum with external suppliers and so procurement and contract management are critical to the future of the City and the Council. This strategy sets out the steps Southend-on-Sea City Council will take to

‘Ensure the very best for the Southend £’

It supports the 2022-2026 Corporate Plan and our Carbon Zero 2030 target by:

- Ensuring we are commissioning services effectively.
- Getting value for money from every contract we procure.
- Ensuring effective contract management of our suppliers so as to deliver the City’s outcomes.
- Ensure added value/social value is achieved.
- Supporting Southend’s economy through maximising our local spend and providing training to local businesses (Voluntary and Community Sector/Private) on how to source and successfully bid for public sector contracts.
- Driving commercial opportunities.

Our strategy also supports and complements the

- Council’s Medium Term Financial Strategy.
- Getting to Know Your Business programme.
- Delivery of the Transformational Blueprint.

The Corporate Procurement service will also ensure ongoing engagement with members, representation at the Council’s Governance Boards and continue to explore opportunities around joint procurement and contract management with other internal (i.e., South Essex Homes) and external public sector partners.

As we write this strategy there is a Procurement Bill going through the Houses of Parliament. The aim of this Bill is to reform the way public authorities purchase goods, services and public works by modifying procurement rules and procedures. As a service we are already preparing for the changes which are due to commence in 2024 and will take advantage of the opportunities this brings.

Alongside this we continue to engage with our key partners at Central Government (Department for Levelling Up, Housing and Communities (DLUHC), Crown Commercial Service (CCS), the Local Government Association (LGA), and the National Government Association (NGA)), with whom we are working with regarding the National Procurement Strategy review.

Councillor Paul Collins
Portfolio Holder for Asset Management and Inward Investment

Content

1. About this Strategy

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1.2 Why procurement and contract management matters

1.3 Sustainability

1.4 Ownership & Scope

1.5 Reporting and Measurement

2. Our Strategy for success

2.1 Our Procurement and Contract Management Vision

2.2 Managing the Commissioning life cycle

3. Our priorities and making it happen

Appendix 1- Contract Management Overview

1. About This Strategy

1.1 Why we need this strategy

Our third-party expenditure is approximately £190M per annum, of which £63M was spent with local Southend businesses in 2022 (and over £100M with Essex based businesses). How we source and deliver these services has a direct impact on the ways in which local people, community organisations and businesses judge the value that we provide and the quality of the outcomes that we achieve. We are judged on many different things including:

- **Use of financial resources** – the value for money that we get from our contracts, set against smaller budgets and the need for transparency and ethical behaviour.
- **Local economy** – the amount of money we spend in the local ‘Southend’ economy with local businesses and the voluntary, community and social enterprise sector (*What Works Centre- local economic growth research- requested their report/findings)
- **Service outcomes** – the quality and frequency of what we do and how we serve local people set against increasing demand, changing demographics, social pressures and expectations.
- **Sustainability** – the way in which we work with our suppliers in using natural resources and their impact on the environment and the health and well-being of local people (e.g., carbon emissions, recycling, the circular economy and conservation)
- **Social value** – the added benefits that we achieve through our contracts, for the community, particularly for disadvantaged areas (e.g., through new facilities, job opportunities, digital enablement, improved living space, improved health and wellbeing)

This strategy sets out our vision and aspirations for the development of our procurement of goods, works and services over the next four years and how we then manage those contracts so that it can:

- Contribute directly to the City’s Southend 2022-2026 Corporate Plan and Carbon Zero 2030 targets.
- Contribute directly to the delivery of the council’s strategic policies and direction as set out in the council’s corporate plan, transformational blueprint, commissioning strategy and the recommendations from the 2022 LGA peer review.
- Respond to a rapidly changing world, ensuring that we keep up with best practice, changes in legislation (including current Procurement Reform) and local community aspirations.
- Ensure that we can contribute measurable improvements to the value for money and outcomes that we achieve through our contracts.

1.2 Why procurement and contract management matters

Our expenditure with third party suppliers contributes directly to, but is not limited to:

- **Key infrastructure projects**, such as council buildings, transport, highways, social housing and communications.
- **Community services**, such as events, culture, play areas, green spaces, parking provision, our beaches, leisure facilities and rough sleeper accommodation.
- **Environmental services**, such as street cleansing, waste collection and street lighting.
- **Supporting equipment and services**, such as technology, equipment and materials, that maintain our infrastructure.
- **Economic Regeneration**, such as construction and design of future works as set out within our Capital Programme.

Contract failure, or underperformance, can have a disproportionate impact on our reputation, budgets and erode our ability to fulfil our commitments to local communities.

1.3 Sustainability

We must manage our third-party expenditure effectively and in a fully transparent way to ensure that we are procuring in a sustainable and responsible way:

The **1987 UN Brundtland Commission** defined sustainable development as “*meeting the needs of the present without compromising the ability of future generations to meet their own needs*”. The distinction between sustainability and sustainable development is an important one; the former is a long-term goal (i.e., a more sustainable world), while the latter refers to how we seek to achieve it, in this case, through the services and goods that we acquire. Sustainable, or responsible, procurement is a process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the economy, whilst minimising damage to the environment.

To achieve sustainability, we must work in partnership with our suppliers and other stakeholders. This will enable us to attract the best suppliers, create greater opportunity for local businesses, voluntary and community sector organisations and social enterprises. By following this method, we can help to improve things such as:

- Local employment
- The payment of living wages
- The prevention of modern slavery
- Reducing the carbon footprint in our supply chain
- Ensuring services are accessible.

1.4 Ownership and Scope

Our **designated Portfolio Holder** is the strategy owner, the **Executive Director for Finance and Resources** is the corporate sponsor, and the **Head of Corporate Procurement** will oversee the actions associated with ensuring the strategy's successful implementation. The Corporate Procurement Team, in co-operation with the service areas it works alongside, will ensure that the deliverables from the Strategy are reflected within the corporate annual service plans (they include sections on contracts, contract management, sustainability/climate, budget management, commissioning and social value). Delivery of the overall strategy will be set within the Corporate Procurement Service Plan.

The strategy applies to the acquisition of all our third-party goods and services, regardless of whether they are through new or existing contracts or their funding source (capital, revenue or grant funding). We will ensure that we reflect the goals agreed in this strategy in all our projects and transformation work.

We will review the strategy's deliverables on an annual basis, in the light of Council priorities, the regulatory and commercial landscape and community needs to ensure that it remains current and relevant to local and national priorities.

1.5 Reporting and Measurement

Corporate Procurement will report on progress (as set out within the Service Plan) on a 6-monthly basis to the appropriate Governance Board/s within SCC as well as quarterly, via the Council's performance reporting system. We also report and present a dashboard on a 6-monthly basis to all Executive Director Leadership Teams (EDLTs) and so any relevant data relating to the strategy will also be shared in this way. We will also provide members with a 6-monthly highlight report on progress, as was requested and agreed during the member engagement sessions.

We have developed appropriate and simple measures, which are reflected within the Corporate Procurement Service Plan. The measures will be SMART¹ and key priorities and projects will also form part of staff Annual Conversation and Development Plans, 1-1s and will be monitored at Team meetings.

¹ Specific, Measurable, Achievable, Relevant, Time-bound

2. Our Strategy for Success

2.1 Our Procurement and Contract Management Vision

Through ensuring ‘The Very Best for the Southend £’ we meet the needs of our communities, the local environment and economy. We manage our contracts and supplier relationships effectively by planning, whilst also undertaking smarter market engagement. The Council continues to be financially stable and is generating a surplus budget which can be invested where it makes the greatest difference.

We will realise this vision by:

- Integrating the management of the commercial life cycle (commissioning, procurement and contract & relationship management – see 2.2)
- Embedding both commercial and sustainable principles into our commissioning and contracting activities, such as ‘greening’ the economy and reducing inequalities
- Maintaining sound governance, transparency, accountability and probity with proportionality in our operational processes
- Working effectively with our delivery partners including local businesses, voluntary and community groups and social enterprises to shape and inform our thinking and grow the local economy
- Making the most of our officers, by increasing their knowledge and skills on all aspects of procurement and contract and relationship management
- Ensuring that we further develop and make the most of our existing Procurement Team and re-directing resource to best support delivery and maximise value for money and ‘return on investment’

2.2 Managing the Commissioning Lifecycle

Commissioning is the entire cycle of assessing the needs of people in a local area, designing services to address those needs and securing a cost-effective service in order to deliver better outcomes. Whole life is the period from the initial definition of the business need through to the end of the useful life of the asset or service contract, including disposal where relevant – see Figure 1.

“We will use our commissioning and procurement power to ensure we secure the best possible outcomes whilst delivering wider social, economic and environmental benefits to the community and ensuring value for money.” - Southend 2050



Figure 1 – The Commissioning Life Cycle (note in reality its not a linear process but one which continually evolves)

We aim to manage each stage of the commissioning cycle in an integrated way to help us to achieve successful and sustainable outcomes and:

- increase our commercial leverage, particularly with large suppliers and our partners.
- consider within our service areas how we can operate more commercially, generate income and provide services in a different way.
- avoid cost overruns and sometimes poor contractor performance – global research by World Commerce & Contracting shows that contract costs overrun by an average of 9.2% when not managed correctly.
- achieve better outcomes through social value and the sustainability agenda.
- build proactive relationships with our partners and stakeholders.

3.0 Our Priorities and making it happen

This section summarises our priorities for delivering this strategy and how service managers working with our Procurement team will help oversee the required changes. Our priorities are:



*Voluntary and Community Sector (VCS)

** Effective Contract Management and Commissioning- refer to Appendix 1

Delivery of this strategy will be through the Corporate Procurement Service Plan. Given the speed of change this will allow us to re-prioritise and set new objectives during the year but also allow us to monitor and report on progress. The Service Plan will be built into staff annual performance management and development conversations and will form the core agendas for staff 1-1s and team meetings so as to drive delivery.

Appendix 1- Effective Contract Management & Commissioning

In terms of **effective contract management and commissioning**, we will support contract managers to ensure that they are monitoring and reporting on the key aspects of their contracts and that across the Council the approach is appropriate and proportionate. Primarily we will focus on embedding effective contract management and commissioning within those most strategic contracts. The key areas will include:

- Meeting the requirements of the Council's Corporate Plan
- Delivery of contract outcomes/specification
- Applying the Council's commissioning framework
- Consideration of de-commissioning
- Development of local markets
- Opportunities to deliver outcomes differently and be more commercial (through technology, best practice, innovation, service re-design, transformation and/or other funding streams)
- Work with suppliers to ensure they implement their 'Carbon Reduction Plans'
- Ensure social value benefits are monitored and reported by contract managers
- Ensure that contract managers are provided with the tools to monitor supplier stability, financial health and the risk of insolvency (as well as supply chains)
- Work with other public sector bodies to joint contract manage our larger contracts
- Clear Value for Money and evidence-based business cases/options appraisals
- Monitoring supplier (and sub-contractor) compliance with legislation and contractual terms (such as):
 - Data protection
 - Modern Slavery
 - Health and Safety
 - Diversity, Equal Opportunities, and Inclusion
 - Payment of the National minimum wage and aspiration to pay the Real Living Wage
 - Prompt payment of supply chains (30 days)

Meeting:	Cabinet
Date:	28 June 2023
Classification:	Part 1
Key Decision:	No
Title of Report:	Armed Forces Covenant and the Defence Employer Recognition Scheme
Policy Context:	Armed Forces Act 2021
Executive Director:	Stephen Meah-Sims (Strategy & Change)
Report Author:	Kamil Pachalko (Engagement & Participation Manager)
Executive Councillor:	Cllr Derek Jarvis (Portfolio Holder for Arts, Culture, Heritage & Leisure)

1. Executive Summary

- 1.1. Southend-on-Sea City Council has historically been a voluntary signatory to the Essex Armed Forces Covenant.
- 1.2. The Armed Forces Act 2021 (the Act) has put on a statutory footing the need for public bodies to have due regard to the Armed Forces Covenant (the Covenant) to help prevent service personnel and veterans being disadvantaged when accessing services like healthcare, education and housing. Statutory guidance has been produced and each local authority is expected to sign the updated the Covenant in their own right.
- 1.3. The council's Armed Forces Working Party was initiated with councillors from across the political groupings in 2022 (Terms of Reference set out in **Appendix 1**). The councillors and officers reviewed the existing policies and procedures in place to understand current practice and compliance with the Act and statutory guidance.
- 1.4. The Working Party considered the requirements of the updated Covenant and its pledges (**Appendix 2**) and expressed an ambition for the council to sign it and to join the Defence Employer Recognition Scheme (**Appendix 3**) to follow best practices in employment. This will ensure our compliance with the Act, publicly show the council's commitment to working with the Armed Forces Community and help us become the employer of choice for the Armed Forces Community.

2. Recommendations

It is recommended that Cabinet:

- 2.1. Agree for Southend-on-Sea City Council to sign the updated Southend Armed Forces Covenant with relevant pledges; and**
- 2.2. Agree for Southend-on-Sea City Council to sign up to the Defence Employer Recognition Scheme.**

3. Background

- 3.1. The signing of the Southend-on-Sea Armed Forces Covenant and signing up to the Defence Employer Recognition scheme will contribute to the corporate priorities: A city that is strong and prosperous, A city with a good quality of life, A city delivering genuinely affordable housing.
- 3.2. The council has historically recognised the sacrifice and ongoing contributions of the Armed Forces Community in our City by promoting, contributing and taking part in local events and celebrations, preserving monuments and engaging with local groups.
- 3.3. The council has been a signatory to the voluntary Essex Armed Forces Covenant and included considerations of the Covenant in relevant policies.
- 3.4. The Act has put on a statutory footing the need for public bodies to have due regard of Armed Forces Covenant to help prevent service personnel and veterans being disadvantaged when accessing services like healthcare, education and housing. Statutory guidance has been produced and each local authority is expected to sign the updated Covenant in their own right.
- 3.5. In light of the above developments the Armed Forces Working Party was initiated with councillors from across the political groupings in 2022 to act as “the City lead for the promotion and fulfilment of its commitment to the Armed Forces Covenant”.
- 3.6. The Working Party councillors and officers reviewed the existing policies and procedures in place to understand current practice and compliance with the Act and statutory guidance. It was noted that the previous voluntary covenant was being given consideration in relevant policies but that further improvements could be made. Immediate actions have been implemented in areas of language and communication, data gathering and stakeholder engagement. Additional work is being undertaken to develop e-learning for staff. The work is taking place in partnership with the Integrated Care System health colleagues and public health who have a strong interest in ensuring their services take consideration of the members of the Armed Forces Community.

- 3.7. To understand how much of Southend's population might be in the scope of the Act, working party officers accessed relevant population data from the Office for National Statistics, Census 2021, NHS and the Armed Forces Covenant Fund Trust. Drawing conclusions based on available data is not straightforward, as datasets vary in time and target different parts of the Armed Forces community, with sometimes inconsistent language and definitions. However based on the available data sets we can assume 3.1% to 5% of Southend residents are serving or have served.
- 3.8. In addition, the definition of "service member", "former service member" and "relevant family member" given by the Armed Forces (Covenant) Regulations 2022 includes both current and former spouses and partners, children, relatives, dependants, and carers. As such, the proportion of Southend's population in scope of the Act and the recommendations in this paper is much higher than that suggested by the population data alone. Additional data visuals are available in **Appendix 4**.
- 3.9. The Working Party considered the requirements of the updated Covenant and its pledges and expressed an ambition for the council to sign up to the covenant as can be seen in **Appendix 5**. The Working Party also recommended that the council follow best practices in employment through the Defence Employer Recognition Scheme entering the scheme at bronze level and considering further levels as progress is being made in updating HR practices. The above will ensure our compliance with the Act, show publicly the council's commitment to working with the Armed Forces Community and help us make employer of choice for the community.

4. Reasons for Decisions

- 4.1. The signing of the covenant will show the council's commitment to the Armed Forces Community by further embedding the "due regard" duty of the Act to help prevent service personnel and veterans being disadvantaged when accessing healthcare, education and housing services.
- 4.2. By joining the Defence Employer Recognition Scheme at the entry Bronze Level the council will show its commitment to the Armed Forces Community by ensuring it follows best practice in regards of the recruitment and employment of currently serving and ex-service personnel. As a benefit to the council we will be more likely to be an employer of choice for members of this community, bringing with them a variety of skills and experiences.
- 4.3. Being a signatory and member of regional networks will strengthen the council's compliance, provide us with access to additional advice and resources and help align our policies and communication with good practices listed in the pledges increasing the positive outcomes for the Armed Forces Community.

5. Other Options

- 5.1. The council has to be compliant with the Act and accompanying guidance as otherwise it runs the risk of a legal challenge.
- 5.2. Not signing up to the Covenant creates reputational risks as the council has been a signatory to the Essex Armed Forces Covenant which has been superseded by an expectation that each local authority signs their own covenant with relevant pledges.
- 5.3. Without the ongoing work of the Working Party and the council signing up to the Covenant and employment scheme, the council's compliance with the Act is at risk of not being coordinated and will not be kept up to date with developing best practices in this area.
- 5.4. Current human resources practices in regards of Armed Forces Covenant will benefit from modernising in line with the Defence Employer Recognition Scheme criteria. This will ensure members of Armed Forces Community we already employ are supported to manage their additional duties or potential impacts of having served on health and wellbeing are taken into account. Not signing up to the employment scheme will mean the council loses out on the opportunity to tap into a potential diverse and skilled workforce.

6. Financial Implications

- 6.1. No budgetary impacts expected at this stage. The Covenant pledges and Defence Employer Recognition Scheme has been reviewed with the relevant service areas. Considerations were given to which elements the council are already compliant with and what is achievable by adapting and streamlining practice. This can be done without additional financial resources in the context of the ongoing budget challenge while maximising the positive impact on the Armed Forces Community members. This approach ensures the public funds we operate with achieve more and we mobilise existing assets in other public bodies, local businesses and the charitable sector.

7. Legal Implications

- 7.1. Signing up to the covenant will support compliance with the Act and the Armed Forces (Covenant) Regulations 2022.

8. Carbon Impact

- 8.1. None perceived.

9. Equalities

- 9.1. Equality Analysis indicates positive impact of signing the covenant and the employment scheme on all protected characteristics. Equality Analysis attached at **Appendix 5**.

10. Consultation

- 10.1. No current requirement for statutory consultation or consultation based on legitimate expectation as no negative impact expected on the members of the Armed Forces Community.
- 10.2. The Working Party councillors and officers value the lived experience of the Armed Forces Community and are undertaking stakeholder mapping and engagement with relevant bodies and groups in Southend representing the Armed Forces Community to keep them informed, involved and use their feedback to inform development of services and assets.

11. Background Papers

- 11.1. Meeting of Armed Forces Working Party 25/1/2023 Minutes

12. Appendices

- 12.1. **Appendix 1**::Southend-on-Sea City Council Armed Forces Working Party Terms of Reference
- 12.2. **Appendix 2**: Southend-on-Sea City Council Armed Forces Covenant with list of pledges agreed by the Working Party
- 12.3. **Appendix 3**: Defence Employer Recognition Scheme - entry criteria at Bronze Award
- 12.4. **Appendix 4**: Data visuals
- 12.5. **Appendix 5**: Equality Analysis

Southend-on-Sea City Council Armed Forces Working Party Terms of Reference

3.12 Armed Forces Working Party

3.12.1 Membership

8 Councillors

Substitutes: Permitted in accordance with Standing Order 31

Proportionality: By convention political proportionality shall apply

The Chair shall be the Leader, or such other Cabinet Member as the Leader shall appoint. The Vice-Chair shall be appointed by the Leader.

Interested Parties (to be invited in a non-voting capacity on an ad-hoc basis as appropriate to the items on the Agenda):

1 representative from Southend branch of SSAFA

1 representative from Naval and Military Association/Royal Naval Association/British Legion

1 representative from Essex Army Cadets Force Southend Detachment

Advisory Capacity:

1 representative of Essex County Council

1 representative of Essex Armed Forces Covenant – liaison officer

3.11.2 Quorum

3 Councillors

3.11.3 Terms of Reference

(a) The Working Party will act as the City lead for the promotion and fulfilment of its commitment to the Armed Forces Covenant.

(b) To further the standard of the Armed Forces Covenant response at Southend-on-Sea City Council to improve to Gold Standard, to integrate throughout the organisation the recognition of the Covenant and the obligations it places on the City Council and to encourage businesses and organisations in Southend to support the Covenant.

(c) To seek to work with and through voluntary, faith, social enterprise, community and business sector organisations to develop multi-agency,

holistic and inclusive interventions and other support to the Armed Forces Community.

(d) To assist where appropriate, external organisations in connection with Armed Forces Day events and other events as are appropriate

Southend-on-Sea City Council Armed Forces Covenant with list of pledges agreed by the Working Party

Southend-on-Sea City Council



**We commit to uphold the Armed
Forces Covenant and support the Armed Forces
Community. We recognise the contribution that Service personnel,
both regular and reservist, veterans and military
families make to our organisation, our community and to the country.**

Signed on behalf of:

Southend-on-Sea City Council

Signed:

Name:

Position:

Date:



The Armed Forces Covenant

An Enduring Covenant Between

The People of the United Kingdom

Her Majesty's Government

– and –

All those who serve or have served in the Armed Forces of the Crown

And their Families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces. In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most, such as the injured and the bereaved.

This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces.

Recognising those who have performed military duty unites the country and demonstrates the value of their contribution. This has no greater expression than in upholding this Covenant.

<p>Signed on behalf of: Ministry of Defence</p> <p>Signed:</p> <p>Name:</p> <p>Position:</p> <p>Date:</p>
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<p>Signed on behalf of: Ministry of Defence</p> <p>Signed:</p> <p>Name:</p> <p>Position:</p> <p>Date:</p>
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Section 1: Principles of The Armed Forces Covenant

1.1 We, **Organisation Name**, will endeavour to uphold the key principles of the Armed Forces Covenant:

- *Members of the Armed Forces Community should not face disadvantages arising from their service in the provision of public and commercial services.*
- *In some circumstances special provision may be justified, especially for those who have given the most, such as the injured or bereaved.*

Section 2: Demonstrating our Commitment

The following thematic areas may be covered by your pledges. Please pick from the suggested list of pledges or create your own. Delete, add or change any of the pledges to show how you can support the Armed Forces Community in ways best suited to you. Pledges may be changed at any time in the future to reflect your changing circumstances.

2.1 We recognise the contribution that Service personnel, reservists, veterans, the cadet movement and military families make to our organisation, our community and to the country. We will seek to uphold the principles of the Armed Forces Covenant by:

- **Promoting the Armed Forces:**
- **Employment support to members of the Armed Forces Community:**

Employment support to members of the Armed Forces Community:

Support Reservists and anyone mobilised by offering them additional days of annual leave (paid/unpaid) in order to carry out their duties.

Offer work placements, insight days, mentoring schemes and/or guaranteed interview schemes to Veterans seeking employment.

Support the employment of Service spouses, partners and dependants, for example by: signing up to Forces Families Jobs; offering short-notice leave to those whose partners are sent on deployment; and working with the tri-Service Families Federations.

Promote employment schemes aimed at the Armed Forces Community, such as 'A Great Place to Work' and 'Step Into Health'.

Offer additional (paid/unpaid) annual leave to Cadet Force Adult Volunteers to help them carry out their training requirement.

Offer insight days to older Cadets looking for apprenticeships and further education opportunities.

Engage with the Career Transition Partnership.

Work with relevant charities and the Career Transition Partnership to offer work opportunities to the Wounded, Injured and Sick.

Consider ways in which remote-working solutions might benefit the mobile Armed Forces Community, especially partners and spouses.

- **Communications, engagement and outreach:**

Provide and/or promote training, such as e-learning, for your staff on the Armed Forces Community.

Promote the Armed Forces Covenant, the Defence Employer Recognition Scheme and your support for the Armed Forces Community to your staff, customers/service users, supply chains and the wider public.

Support or promote Armed Forces events, such as Armed Forces Day/Week, Reserves Day, the Poppy Appeal and Remembrance activities.

Use the Covenant and Employer Recognition Scheme logos in your communications and marketing.

Create a dedicated Armed Forces page on your website.

Establish an internal Armed Forces Network within your organisation, to enable staff members with an Armed Forces connection to meet and support one another and provide feedback to you as an organisation.

Appoint an Armed Forces Champion within your organisation to act as a focal point for organising and promoting support for the Armed Forces Community.

Engage with and support local Armed Forces charities, for example by supporting their fundraising activities.

Signpost members of the Armed Forces Community to available support, for example from Cobseo, the Veterans' Gateway or statutory services in your area.

Run, facilitate or promote support networks (such as coffee mornings, breakfast clubs) for veterans and other members of the Armed Forces Community.

Engage with any local Armed Forces presence – for example, local Army units, reservist units, RAF stations and/or naval bases.

Develop relationships and work collaboratively with other organisations supporting the Covenant and the Armed Forces Community in your locality/region.

- **Health**

Take part in and/or promote awareness-raising schemes, such as veteran-friendly accreditation for GP practices and the Veterans Covenant Healthcare Alliance.

Ensure available dedicated healthcare services for members of the Armed Forces Community, such as Op COURAGE in England, are signposted and promoted.

Offer concessionary access to leisure centres and sports facilities for members of the Armed Forces Community.

- **Housing:**

Waive the local-connection requirement for eligibility for social housing for ex-Service personnel [statutorily, the requirement must be disapplied for those who left the Armed Forces within the last five years, but local authorities can choose to disapply it for all ex-Service personnel].

Provide for additional preference in your social housing allocation scheme for certain members of the Armed Forces Community.

Promote awareness of housing and homelessness services among the Armed Forces Community.

- **Education:**

Note, promote and/or make use of the provisions for Armed Forces families in the School Admissions Code (England), for example by allocating school places in advance of a family arriving in a local area.

Promote and/or use resources such as the Service Children Progression Alliance's Thriving Lives Toolkit.

Support and promote the wellbeing of Service children, recognising the particular experiences and challenges they may face.

Promote training and further/higher education opportunities for Service leavers, ex-Service personnel and their families.

- **Civic responsibilities:**

Ensure upkeep of war memorials and war graves (with support from the Commonwealth War Graves Commission).

Organise, facilitate, promote and/or take part in remembrance and other ceremonial activities

- **Any additional commitment the organisation wishes to make.**

2.2 We will publicise these commitments through our literature and/or on our website, setting out how we will seek to honour them and inviting feedback from the Armed Forces Community and our customers on how we are doing.

Appendix 3

Defence Employer Recognition Scheme - entry criteria at Bronze Award

Bronze Award		Evidence
are self-nominated by employers who pledge to support the armed forces, including existing or prospective employees who are members of the community	Achievable	Currently signed to ECC pledge but now developing Southend covenant.
must have signed the Covenant https://www.gov.uk/government/publications/corporate-covenant-pledge	Achievable	Currently signed to ECC pledge but now developing Southend covenant.
promote being armed forces-friendly and are open to employing reservists, armed forces veterans (including the wounded, injured and sick), cadet instructors and military spouses/partners	Achievable	Existing Reservists Policy, to update
receive an electronic certificate and logos to display on their website, stationery and other collateral	Achievable	Logos to be displayed on website and digital promotion. Certificate can be published

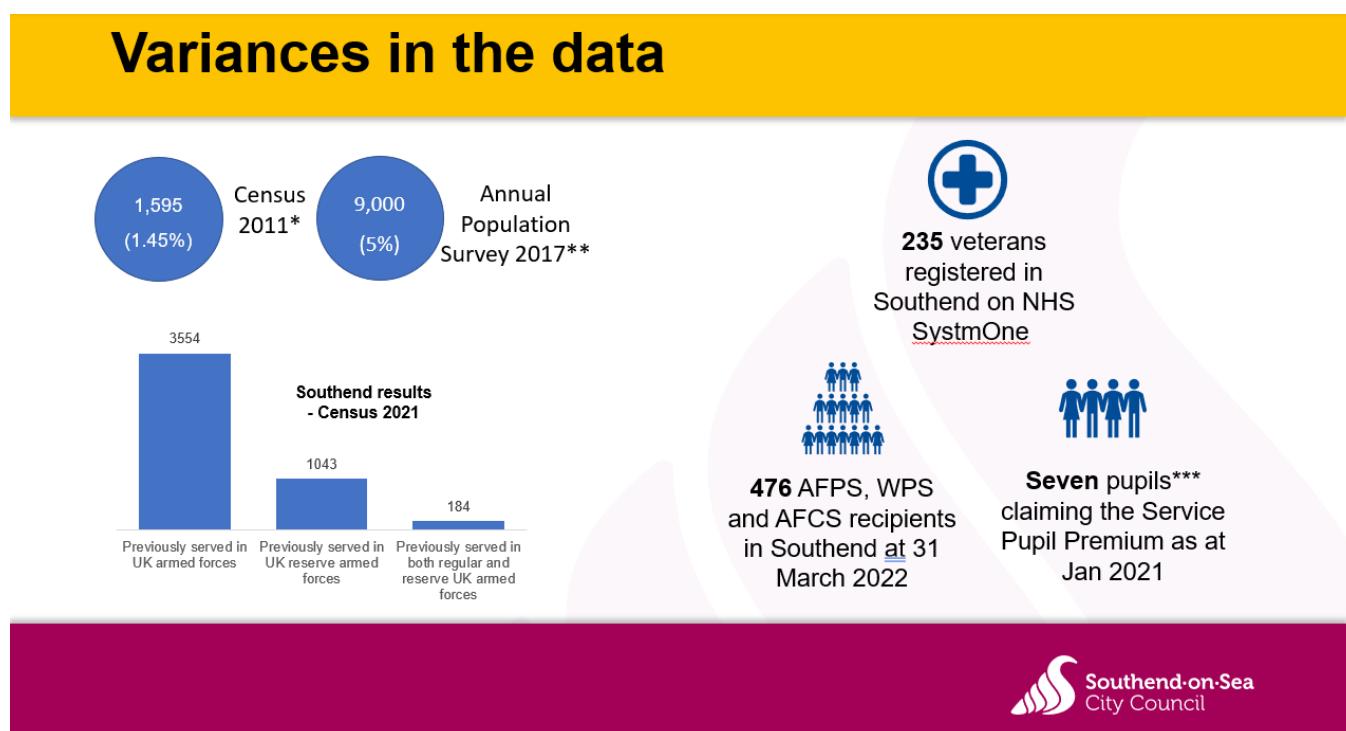
<https://www.gov.uk/government/publications/defence-employer-recognition-scheme/defence-employer-recognition-scheme>

Armed Forces Data Graphics

Previously and currently serving personal distribution in Southend

<https://southend.maps.arcgis.com/apps/instant/sidebar/index.html?appid=f3ea3e84656b4555a8d6e39e7fe152f9>

Working Party presentation data slide



- *Southend resident veterans of working age (16-64) (93% male)
- ** based on the Annual Population Survey 2017 – which only goes down to county level, so this 5% proportion translates to 76k in Essex, with 9k of those in Southend
- ***in our maintained schools and PRUs
 - AFPS** - Armed Forces Pension Scheme: Pension available to members of the Regular UK Armed Forces who have served for a minimum of two years.
 - AFCS** - Armed Forces Compensation Scheme: Compensation scheme for all members of the regular and reserve forces. It provides compensation for all injuries, ill-health and death attributable to Service where the cause occurred on or after 6 April 2005.
 - WPS** - War Pension Scheme: No fault compensation scheme for all members of the regular and reserve force. It provides compensation for all injuries, ill-health and death caused or made worse by Service from WW1 in 1914 to 5 April 2005. Ex-Service personnel are only eligible to claim once they have left the Services

Equality Analysis

To be completed following the initial screening sheet

Name of policy, service function, or restructure requiring an Equality Analysis	Armed Forces Covenant
Department	Strategy and Change
Service Area	Corporate Strategy Group
Date Equality Analysis Undertaken	20 th April 2023
To be reviewed every:	Year

1. Names and roles of staff carrying out this Equality Analysis (EA):

	Name	Role	Service Area
	Stephen Meah-Sims	Executive Director - Strategy, Change & Governance	Strategy & Change
2.	Suzanne Newman	Head of Corporate Strategy (Interim)	Strategy & Change
	Kamil Pachalko	Engagement and Participation Manager	Strategy & Change
	Lucie Babbington	Community Capacity Advisor	Strategy & Change

Evidence Base

2.1 Sources of information

Please list the sources of information, including data, and results of consultation exercises, that could or will inform the EA.

Table 1

Source of information	Reason for using (e.g., likely impact on a particular group).
Census Latest Southend-on-Sea census data published – Southend-on-Sea City Council	Data to understand local statistics
Healthwatch Report - Healthwatch Report - Veterans-F_V-dan.pdf	Understanding the needs of the armed forces community
FiMT Report - A-Decade-of-the-Covenant-Digital.pdf (pcdn.co)	Understanding the needs of the armed forces community
NHS SystemOne	Local statistics
Armed Forces Covenant legislation - Armed Forces Covenant Duty Statutory Guidance - GOV.UK (www.gov.uk)	Guidance on how to demonstrate due regard in council policies
Armed Forces Needs Assessment (ECC) - Armed Forces Needs Assessment 2022 Essex Open Data	Understanding the needs of the armed forces community

Please Note: reports/data/evidence can be added as appendices to the EA.

2.2 Gaps in information or data

Are there any information gaps and data? Do the gaps relate to any protected characteristics?

Describe the gap(s) and the impact this has on your ability to complete the EA.

To understand how much of Southend's population might be in the scope of the Act, working party officers accessed relevant population data from the Office for National Statistics, Census 2021, NHS and the Armed Forces Covenant Fund Trust. Drawing conclusions based on available data is not straightforward, as datasets vary in time and target different parts of the Armed Forces community, with sometimes inconsistent language and definitions. The Annual Population Survey 2017, when extrapolated to

Southend, indicated that around 9,000 or 5% of residents could have been serving or ex-service personnel. The 2011 Census showed 1.45% of Southend residents being veterans of working age (16-64). Contemporary data from the 2021 Census suggests that 2.4% of Southend's residents had previously served in the UK regular armed forces and 0.7% had previously served in the UK reserve armed forces.

An issue arises when considering possible underrepresentation of the Armed Forces community in the available data. In the 2021 Census, 19% of Southend-resident respondents selected "not applicable" as their answer to the armed forces veteran status question, rather than selecting "I have not previously served in any of the UK armed forces"; the working party hypothesizes that this group could contain ex-service personnel that did not want to disclose their status as veterans, but also did not want to select an inaccurate option. In addition, the definition of "service member", "former service member" and "relevant family member" given by the Armed Forces (Covenant) Regulations 2022 includes both current and former spouses and partners, children, relatives, dependants and carers. As such, the proportion of Southend's population in scope of the Act and the recommendations in this paper is much higher than that suggested by the population data alone. Additional data visuals are available in Appendix 4.

Currently we don't have adequate data to categorically confirm that the members of the Armed Forces Community are a group facing inequality at a significant level and would warrant inclusion as a specific category in the EA. Anecdotal evidence suggests many adults experiencing homelessness have a military background and there might be an incidence of PTSD and other mental health conditions as a result of service. Further analysis will be undertaken once the Census 2021 releases further data sets which will enable cross – tabulation of data points.

In the meantime we base our considerations on local research. Our research indicates some members of the Armed Forces Community will be veterans in the older age category ie. WW2 veterans (476 receiving benefits related to service in the army). A large part of the community will fall in the working age category. In addition, some of the veterans and ex-service personal will have experience injuries and disabilities as a result of their occupational activity. The covenant covers consideration of spouses and carers as well.

Strengthening compliance with the Armed Force act 2021 by signing up to the covenant and its pledges, signing up to the employment scheme and acting on the commitments has a chance of increasing awareness around availability of services and how these services identify and support the AFC members resulting in better take up of services and overall impact on wellbeing and socio-economic situation. Spouses and carers of currently serving and ex service personal will also benefit as a result of these changes.

3. Carrying out your analysis

3.1 Impact assessment

You should now undertake an analysis of the impact of the policy, service function or restructure on the protected characteristic groups and additional groups, using the table below to record your conclusions. A checklist of the protected characteristics is available [here](#) for ease of reference.

Table 2

	Impact - Please tick				
	Yes			No	Unclear
	Positive	Negative	Neutral		
Age (including looked after children)	x				
Disability	x				
Gender reassignment	x				

Marriage and civil partnership	x				
Pregnancy and maternity	x				
Race	x				
Religion or belief	x				
Sex	x				
Sexual orientation	x				
Carers	x				
Socio-economic	X Homeless ness Benefits				

	Employment				
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3.2 Results of your analysis

Where an impact has been identified above, outline what the impact of the policy, service function or restructure is on members of the protected characteristics groups using the table below:

Overarching impact of the Covenant – Positive for all protected characteristics

The Covenant aims to have an overall positive impact on members of the armed forces community.

The Act has put on a statutory footing the need for public bodies to have due regard of Armed Forces Covenant to help prevent service personnel and veterans being disadvantaged when accessing services like healthcare, education and housing. Statutory guidance has been produced and each local authority is expected to sign the updated Covenant in their own right.

The signing of the covenant will show the council’s commitment to the Armed Forces Community by further embedding the “due regard” duty of the Act to help prevent service personnel and veterans being disadvantaged when accessing healthcare, education and housing services.

By joining the Defence Employer Recognition Scheme at the entry Bronze Level the council will show its commitment to the Armed Forces Community by ensuring it follows best practice in regards of the recruitment and employment of currently serving and ex-service personnel.

Current human resources practices in regards of Armed Forces Covenant will benefit from modernising in line with the Defence Employer Recognition Scheme criteria. This will ensure members of Armed Forces Community we already employ are supported to manage their additional duties or potential impacts of having served on health and wellbeing are taken into account.

Table 3

	Potential Impact
Age	<p>Intended positive impact</p> <p>The definition of those covered by the Covenant is “The Armed Forces community in Southend-on-Sea includes anyone currently serving, or who has previously served for at least one day, in the regular or reserve UK forces (i.e., the Royal Navy, the Royal Marines, the regular Army and the Royal Air Force) and who is ordinarily resident in the UK;</p>

	<p>their relevant family members (as defined by Section 3 of the Armed Forces (Covenant) Regulations 2022); and their carer/s". Therefore there will be a wide range of age groups that may benefit from awareness of the covenant and services available, including:</p> <ul style="list-style-type: none"> - School-age children entitled to Pupil Premium Service - Elderly veterans - Working age veterans and serving personnel - Family members and carers of all ages
Disability	<p>Intended Positive Impact</p> <p>Under the due regard aspect of the covenant, those individuals entitled to adaptation grants will be referred accordingly. Individuals will also be able to access forces-friendly GP services and therefore able to be referred to relevant NHS services, including OpCourage for mental health support.</p> <p>Colleagues in the public health team and the wider health system have also prioritised work to understand the health inequalities affecting the Armed Forces community.</p>
Gender reassignment	<p>Intended Positive Impact</p> <p>Any member of the armed forces community, including those undergoing or completing gender reassignment, will have access to the same promotion and delivery of services available.</p>
Marriage and civil partnership	<p>Intended Positive Impact</p> <p>Spouses and wider family are covered by the Covenant.</p>
Pregnancy and maternity	<p>Intended Positive Impact</p> <p>Wider family is covered by the Covenant. The aspect of due regard covers key aspects including health, so therefore pregnant family members would be included.</p>
Race	<p>Intended Positive Impact</p> <p>Members of the armed forces community that may have faced disadvantages due to race, may find that under the Covenant they have more access to services and support.</p>
Religion or belief	<p>Intended Positive Impact</p> <p>Members of the armed forces community that may have faced disadvantages due to religion or belief, may find that</p>

	under the Covenant they have more access to services and support
Sex	Intended Positive Impact Spouses and wider family members are covered by the Covenant. There is anecdotal evidence that female members of the armed forces community are less likely to be identified by frontline services. The covenant will help to ensure that promotion and delivery of services addresses sex inequalities and discrimination.
Sexual orientation	Intended Positive Impact Members of the armed forces community that may have faced disadvantages due to sexual orientation, may find that under the Covenant they have more access to services and support
Carers	Intended Positive Impact The Covenant covers carers, thereby offering potential to access additional services/support
Socio-economic	Intended Positive Impact Strengthening compliance with the Armed Forces Act 2021 by signing up to the covenant and its pledges, signing up to the employment scheme and acting on the commitments has a chance of increasing awareness around availability of services and how these services identify and support the AFC members resulting in better take-up of services and overall impact on wellbeing and socio-economic situation. Spouses and carers of currently serving and ex-service personal will also benefit as a result of these changes.

4. Community Impact

You may also need to undertake an analysis of the potential direct or indirect impact on the wider community when introducing a new/revised policy, service function or restructure. The template is [here](#).

No negative community impacts anticipated based on analysis.

5. Equality Analysis Action Plan

Use the below table to set out what action will be taken to:

- Ensure a full analysis of the impact of the policy, service function or restructure is undertaken.
- Mitigate/address identified negative impacts or unlawful prohibited conduct.

- Promote improved equality of opportunity and to foster good relations.

Also describe how the action plan will be monitored and at what intervals.

The action plan will form part of the core infrastructure and will be monitored by the Working Party/Steering Group

Table 4

Planned action	Objective	Who	When	How will this be monitored (e.g., via team/service plans)
Armed Forces Needs Assessment	Identify the issues and needs of the armed forces community locally. Attempt to address data gaps as described in section 2.2	CSG Engagement & Participation Team	2023	Consultation with published findings
Annual self-assessment	Ensure policies and procedures remain up-to-date	CSG Engagement & Participation Team and Policy Team	Yearly	Team meetings/Working Party meetings
Implement Defence Employer Recognition Scheme (DERS)	Ensure SCC allows fair opportunity for the armed forces community to apply for jobs and be treated fairly if recruited	HR	Yearly	Team meetings/Working Party meetings
Comms Plan	Relevant services, events and information is promoted widely	Comms Team	Yearly	Team meetings/Working Party meetings

	and in a timely manner			
Accessibility	Ensuring that communication with the armed forces community is accessible	Comms Team	Yearly	Team meetings/Working Party meetings
Training for staff	To ensure due regard is demonstrated across council services	Learning and Development	Yearly	Team meetings/Working Party meetings

The conclusions of this Equality Assessment will be embedded in future decision making

Signed (lead officer): Kamil Pachalko

Signed (Head of Service): Suzanne Newman

Once signed, please send a copy of the completed EA (and, if applicable, CCIA) to Angela Dress Angeladress@southend.gov.uk.

All Equality Analyses are recorded on Pentana and reported to CLT and DLT's on a quarterly basis.

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Meeting: Cabinet
Date: 28 June 2023
Classification: Part 1
Key Decision: No
Title of Report: **Response to Jazz Petition**
Report Author: Mark Harvey (Executive Director - Adults & Communities)
Executive Councillor: Cllr Derek Jarvis (Portfolio Holder for Arts, Culture, Heritage & Leisure)

1 Executive Summary

- 1.1. The council received a petition: ***'Britain's first-ever cultural centre for jazz opened in 2016 at Southend's Beecroft Art Gallery is facing eviction on August 1st, 2023. If you oppose this decision by Southend City Council, please sign below to help us fight this decision.'***
- 1.2. This report sets out the Council's response to the petition.

2 Recommendation

- 2.1. That Cabinet reverse the decision to serve notice on Jazz Centre UK (JCUK) and agree a new service level agreement (SLA)/lease for the organisation to remain in its current location at the Beecroft Museum.

3 Background

- 3.1. Southend-on-Sea City Council (SCC) issued formal notice to terminate the current arrangements with the JCUK in August 2022 pursuant to the SLA which requires 12 month's notice to end the agreement between SCC and JCUK.
- 3.2. Other alternatives have been sought for JCUK, but they have felt they are not appropriate for their archive and access to the public.
- 3.3. Since the notice was given, JCUK have offered a financial contribution to the council to support the running costs within the Beecroft Museum if they are able to remain.

4 Response to the petition

Recognising the history of JCUK in the City and the initial goodwill that the council extended to help them find a secure base within the city, the council feels that it is appropriate to reconsider the decision previously made.

The council wants to continue to build on the various cultural assets that Southend City is now nationally renowned for, and we believe that JCUK forms part of that reputation.

Since receipt of the petition the council has re-considered the notice which is due to expire in August 2023 and feels that it should reverse this decision, withdraw the notice and enter in to negotiations for JCUK to remain in the building on new terms which will include negotiation on recovery of affordable contribution to the Council's costs going forward and unlock the potential for future funding whilst making sure that any future plans (not yet known) for the building would not be fettered.

SCC will continue to look at how it ensures access to the wider archive of the museums and galleries can be realised. Continuing to look at long term planning and wider opportunities from national bodies to help the service and increase its capacity to display the internationally significant archive that it holds.

5 Options

- 5.1. Revert the decision to service notice on JCUK and agree a new service level agreement for the organisation to remain within its current position at the Beecroft Museum (recommended)
- 5.2. Continue with the current notice period and require Jazz Centre UK to vacate the premises as per the current notice.
- 5.3. Continue with the current notice but allow continued occupancy for up to 12 months or until a viable alternative can be found within that period..

6 Financial Implications

- 6.1. The current arrangements will continue in relation to rent, which will mean a continuation of a rent-free position for the occupation of the premises. This sum is circa £15k per annum.
- 6.2. JCUK have already agreed to contribute to costs for residing in the space going forward and these negotiations will continue. This will mitigate costs to the council going forward and ensure that the direct subsidy is minimised.

7 Legal Implications

- 7.1. The withdrawal of the notice is at the discretion of the Council, as is the grant of any new occupational agreement.

8 Carbon Impact

8.1. Neutral

9 Equalities

9.1. N/A

10 Consultation

10.1. This is in response to the petition and following consultation with the new Cabinet members. Initial discussions have been had with JCUK.

11 Appendices

11.1. None

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Meeting: Cabinet
Date: 28 June 2023
Classification: Part 1
Key Decision: No
Title of Report: **Corporate Debt Management**
Executive Director: Joe Chesterton (Finance & Resources)
Report Author: Richard Campbell (Council Tax Manager)
Executive Councillor: Cllr Tony Cox (Leader of the Council & Portfolio Holder for SEND)

1. Executive Summary

1.1 The purpose of this report is to apprise Cabinet of the following:

- The end of year position, 31 March 2023 of outstanding debt to the Council.
- Debts that have been written off, or are recommended for write off, for the financial year to 31 March 2023;
- Obtain approval for the write off of irrecoverable debts that are over £25,000.

2. Recommendations

It is recommended that Cabinet:

- 2.1 Notes the finalised outstanding debt position as at 31 March 2023 and the position of debts written off to 31 March 2023 as set out in **Appendices A & B**.
- 2.2 Approve the six write offs for debts that exceed £25,000, as shown in **Appendix B**.

3. Body of the Report

- 3.1 It was agreed by Cabinet on 19 March 2013 that the S151 Officer would submit regular reports to Cabinet on all aspects of the Council's outstanding debt, along with the required write off position. This is the final report for the financial year 2022/23.
- 3.2 Southend-on-Sea City Council is made up of a number of service areas, all of

which are responsible for the collection and administration of outstanding debt. The main areas are Accounts Receivable and Revenues which are linked to the billing and collection of the vast majority of debts that fall due to be paid to the Council for chargeable services, such as service/rental charges and statutory levies such as Council Tax and Non-Domestic Rates (Business Rates).

There are also other areas of debt that are included in this report, namely recovery of Housing Benefit Overpayments, Parking and Enforcement penalties and library fines. In addition, the position regarding outstanding debt levels for the Housing Revenue Account for rent arrears and service charges.

3.3 The process and legislative framework for the collection and write off of debt was detailed in the report to Cabinet on 17 September 2013. It is worth highlighting that the Council has a good success rate in collection of debt. The collection targets are agreed annually as part of the Council's service and financial planning process.

3.4 Debts are only considered for write off where all other courses of recovery available have been undertaken or explored and the debt is considered irrecoverable.

3.5 Council Tax

£113.3m of Council Tax was due to be collected in 2022/23, with a collection target of 97.5%. The Council achieved a collection rate of 97.5% during this year meaning in percentage terms the target was achieved. Total collection for the year in this area was £110.5m. Achieving this level of performance in what has been recognised nationally as a very difficult year is excellent and compares favourably with the rest of the country. The team have also effectively managed the Council Tax Rebate Scheme paying approx.70,000 households much needed support with energy bills.

Collection is continuing for outstanding arrears for previous financial years. The chart below shows the actual in year collection rate over the past 4 years, and the collection rate of each year's charge to date, including debts that have been written off.

	Council Tax Performance	
	As of 31 March of relevant year	As of 31 March 2023
1 April 2018 - 31 March 2019	97.5%	99.2%
1 April 2019 - 31 March 2020	97.5%	99.0%
1 April 2020 - 31 March 2021	96.7%	98.9%
1 April 2021 - 31 March 2022	97.4%	98.5%

The total level of Council Tax collectable increased for 2022/23, the Council now has a total cumulative outstanding debt level of circa £10m, this is an increase of around £1m as at the end of the last financial year. Plans are in place to commence a review later this year to assess older debts to ensure all debts held on account remain recoverable with £3.7m of this debt being older than three years.

3.6 Non-Domestic Rates (Business Rates)

£40m of Non-Domestic Rate was due to be collected in 2022/23, with a collection target of 98.0%. The Council achieved a collection rate of 98.7% during this year reflecting an increase of 0.7% in percentage terms and an increase in monetary terms of £0.26m in comparison to the collection target profile. Collection of £39.47m achieved instead of the targeted £39.21m. In percentage terms, this is the highest collection performance in this area in the last decade and reflects an extremely positive return for businesses following the reduced collection in recent years during the Covid pandemic.

Collection is continuing for outstanding arrears for previous financial years. The chart below shows the actual in year collection rate over the past 4 years, and the collection rate of each year's charge to date, including debts that have been already written off.

	Non-Domestic Rates Performance	
	As of 31 March of relevant year	As of 31 March 2023
1 April 2018 - 31 March 2019	98.6%	99.9%
1 April 2019 - 31 March 2020	98.3%	99.9%
1 April 2020 - 31 March 2021	90.6%	99.8%
1 April 2021 - 31 March 2022	96.3%	99.7%

Following a largely successful year of collection, the business rate debt outstanding is £1.3m, which is a considerable reduction from the £2.2m of debt held on account as of 31 March 2022.

3.7 Housing Benefit Overpayment

This is any entitlement to a rent allowance or rent rebate that a person has received but is not entitled to. Most commonly this accumulates when there is a change to a person's circumstance, and they fail to notify us in good time. The overpayment will be invoiced unless they are in receipt of Housing Benefit in which case their benefit entitlement is reduced to enable recovery of the overpayment. The vast majority of Housing Benefit overpayment is due to claimant error.

Following a successful year of collection there has been a decrease of debt in this area, from £3.3m to £2.9m as of 31 March 2023.

3.8 Libraries

Library debt is made up of overdue fines and replacing lost or non-returned books.

3.9 Adult Services

Adult Services make charges for the following services;

- Contributions to residential accommodation
- Charges for non-residential services i.e. Home Care, Community Support, Day Services and transport to services
- Charges to other local authorities
- Charges to National Health Service

Adult Social Care debt as of 31 March 2023 was £8,238,037

It should be noted that of the total amount outstanding.

£2.951m is debt deferred against property;
£2.580m is under 30 days old.

The outstanding debt for this area has risen from £5.5m to £8.2m in the last year. The Council have highlighted this as an area of concern and will be conducting a review of working practices for this debt area with a view to maximising collection in the upcoming financial year.

3.10 Parking

The recovery of unpaid Penalty Charge Notices is undertaken by a semi-judicial process under the current Traffic Management Act 2004.

From 1 April 2022 to 31 March 2023 a total of 62,005 Penalty Charge Notices (PCNs) have been issued identifying a projected income of £1,867,365. It should be noted that PCNs are issued at a higher rate and lower rate (£70.00 and £50.00 respectively) depending on the seriousness of the parking contravention. PCNs may be paid at a discounted rate of 50% of the charge if paid within 14 days of the date of issue.

This value is continuously being amended as payments are received and it should be recognised that payments made at the 50% discount amount will reduce the projected income level. Historically, 75% of paid PCN's are paid at the discounted payment.

The value of cancelled notices for the period 1 April 2022 to 31 March 2023 is £213,123 and cases written off where no vehicle owner has been identified totals £112,456.

Note: “In parking enforcement process, only PCNs that have been registered as an unpaid debt at the Traffic Enforcement Centre are classed as being at debt stage.”

3.11 **Miscellaneous Income**

This will include a range of services that the Council will charge for including such areas as rental income on commercial properties, recharges to other bodies for services we have provided, and recovering overpaid salaries from staff that have left.

It is important to note that collection can vary month by month depending on the value of invoices raised as a reasonable period needs to be allowed for payment to be made.

There has been a significant increase in the write off position for this area for debts under £5k. This is due to the team carrying out a review of all outstanding Rent Deposit Loan invoices. It was agreed between the Director of Housing and Executive Director of Finance & Resources that any invoices that have been rigorously pursued through debt collection agencies would now be written off at that stage, as court action has proven ineffective historically and costly, due to the nature of the debts. This has resulted in £310,835 being written off as uncollectable.

The end of year debt is circa £11.4m, compared to circa £12m last year. There has been a significant increase in Miscellaneous Income collectable debt, up from circa £40m last year to circa £57m this year, with circa £12m of this debt raised in March 2023. Of the £12m raised in March, one invoice covered £2.5m of this, which has been paid at the time of writing this report. A further £4m has been raised to various government bodies and represents little risk of not being received.

3.12 **Housing**

Under the management of South Essex Homes there are arrears of outstanding debt of Rent and Service Charges for housing tenants. Extensive recovery procedures are followed but if the debt is deemed to be irrecoverable then the cost of any write-offs for this category of debt is specifically charged to the Housing Revenue Account and not to Council Tax payers.

3.13 Write-Off Levels

Write off approval levels currently in place are shown in the tables below, which are in accordance with the latest Financial Procedure rules set out in the Constitution and the latest corporate debt recovery policy.

Debt Type: Accounts Receivable/Adult Services/ Housing and Council Tax Benefit

Designation	Amount
Assistant Manager	under £5,000
Manager	Up to £10,000
Director	Between £10,000 and £25,000
Cabinet	£25,000 and above

Debt Type: NNDR (Non Domestic Rates)

Designation	Amount
Senior Officer	Up to £2,000
Team Leader	Up to £5,000
Manager	Up to £10,000
Executive Director (Finance & Resources)	Between £10,000 and £25,000
Cabinet	£25,000 and above

Debt Type: Parking

Designation	Amount
Notice Processing Officer & Section Leader	under £5,000
Section Leader	Between £5,000 and £10,000
Group Manager	Between £10,000 and £25,000
Cabinet	£25,000 and above

Debt Type: Housing Rents and Service Charges

South Essex Homes, as managing agent, submit proposed write-offs to the Council, following which the following approval levels are exercised.

Designation	Amount
Head of Service	Under £25,000
Cabinet	£25,000 and above

4. Reasons for Decisions

- 4.1. Debt collection is conducted independently by each department in accordance with the Council's Corporate Debt Management Policy in order to ensure a fair and consistent approach is applied to each case, and to maximise collection for the Council.
- 4.2. Each write-off is considered on an individual basis to assess the viability of collection and via the Council's Corporate Debt Management Policy to ensure a standard consistent approach.

5. Other Options

- 5.1. This is a report notifying members of the current position of the Council's debt and related write offs, and therefore there are no other options.

6. Financial Implications

- 6.1. Debts that are written off will have been provided for within the Council's bad debt provision and as such there should be no specific financial implications. However, it is possible that unforeseen and unplanned additional write offs occur, which could lead to the value of debts written off in any year exceeding the bad debt provision.

Where this is likely to happen, this report will act as an early warning system and will enable additional control measures to be agreed and undertaken to either bring the situation back under control, or to make appropriate adjustments to the bad debt provision.

Relevant service areas are aware that they will have to bear the full cost of the value of debts that are written off from within their service's budget.

7. Legal Implications

- 7.1. If there are debts to be written off that exceed the level at which officers have delegated powers to deal with the matter, authorisation is required from Cabinet.

8. Carbon Impact

- 8.1. No carbon impact implications.

9. Equalities

Debt Collection is managed through a Corporate Debt Management Policy and is based on an approach of “Can’t Pay Won’t Pay”. Each write-off is considered on an individual basis through a standard consistent best practice approach.

10. Consultation

10.1. No consultation required for the write off of debt.

11. Appendices

11.1. Appendix A: Summary of outstanding debt
Appendix B Summary of Write offs

Summary of Outstanding Debt**A. Outstanding Debt in respect of arrears before 2022/23**

Debt pre 1/4/2022	Council Tax (a)	Business Rates (a)	Housing Benefit Overpayments (b)	Adult Services	Miscellaneous Income	HRA (Care Line/Service Charges)	Parking (c)	Libraries (d)	HRA Current Tenants (e)	HRA Former Tenants (e)
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Net Collectable Debt	9,645	2,322	4,671	5,580	5,967	366	1,649	n/a	n/a	425
Amount Paid @ 31.03.2023	2,464	1,521	1,812	1,947	4,075	173	147	13	n/a	114
Number of Accounts	14,566	315	765	2,291	1,170	88	n/a	n/a	n/a	332
Total Outstanding	7,181	801	2,191	3,633	1,892	193	1,502	n/a	n/a	311

B. Current Year Debt (Debt raised in respect of 2022/23)

Debt post 1/4/2022	Council Tax (a)	Business Rates (a)	Housing Benefit Overpayments (b)	Adult Services	Miscellaneous Income	HRA (Care Line/Service Charges)	Parking (c)	Libraries (d)	HRA Current Tenants (e)	HRA Former Tenants (e)
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Net Collectable Debt at 31.03.2023	113,369	40,018	1,238	14,635	56,765	3,154	967	n/a	35,114	201
Amount Paid @31.03.2023	110,498	39,478	1,812	10,030	47,296	2,937	49	5	34,508	47
Number of Accounts	8,499	319	598	2,093	1,300	130	n/a	n/a	1840	233
Total Outstanding	2,871	540	734	4,605	9,469	217	918	n/a	974	154

Total Debt	Council Tax (a)	Business Rates (a)	Housing Benefit Overpayments (b)	Adult Services	Miscellaneous Income	HRA (Care Line/Service Charges)	Parking (c)	Libraries (d)	HRA Current Tenants (e)	HRA Former Tenants (e)
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Total Net Collectable Debt at 31.03.2023	123,014	42,340	5,909	20,215	62,732	3,520	2,616	n/a	35,114	626
Total Amount Paid @31.03.2023	112,962	40,999	1,812	11,977	51,371	3,110	196	18	34,508	161
Total Number of Accounts	23,065	634	1,363	4,384	2,470	218	n/a	n/a	1840	565
Total Debt Outstanding	10,052	1,341	2,925	8,238	11,361	410	2,420	n/a	974	465

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NOTES

- (a) Council Tax and Business Rates includes adjustments for write offs, credits and outstanding court costs.
- (b) HB Overpayment is not attributable to a financial year in the same way that Council Tax or NDR are i.e. a yearly debit is not raised. It is also not feasible to state when a payment is made which age of debt it has been paid against. For these reasons the outstanding amounts in the report reflect the actual outstanding debt at the date requested, it does not reflect the outstanding debt against current year and previous year debts.
- (c) Parking total outstanding is net of PCNs cancelled and written off.
- (d) The figure of £18k relates to total payments received since 1 April 2022 until 31 March 2023
- (e) HRA tenancy debts (residential rent accounts) are rolling amounts, with no breaks in years or rollovers. Any cash received is applied to the oldest rent week outstanding. The figures shown are total arrears outstanding, and therefore include arrears still outstanding from prior years.

Summary of Write Off's

Debts written off in 2022/23

Period 1 April 2022 – 31 March 2023 relating to any year

Write Offs	Council Tax £	Business Rates £	Housing Benefit Overpayment £	Adult Services £	Miscellaneous Income £	HRA (Service Charges) £	Parking £	Libraries £	HRA Tenants £
Under £5k	380,532.21	141,513.02	85,898	34,814	350,404	39	700,131.70	1507.90	53,587.46
£5k-£25k	11,025.11	225,521.69	39,431	16,426	47,583	0	0.00		0
Over £25k	0.00	309,800.20	0	0	0	0	0.00		0
Total	391,557.32	676,834.91	125,329	51,240	397,987	39	700,131.7	1507.90	53,587.46

Write off's greater than £25,000 that are submitted for approval for this period.

Amount to write off		Service Area
£183,353.23	The Hive Enterprise Centre (Southend Victoria) Ltd – Unpaid Service Charges due. This company were tenants of the former library building on Victoria Avenue between 2015-2022. They were invoiced annually for service charges in respect of the property that they were liable for paying in accordance with the lease. They were being continually chased for payment but never made any payments, eventually the company entered into liquidation in September 2022 and the property was handed back to the Council. A claim for the outstanding balance has been submitted to the liquidator, however there is likely to be no dividend paid.	Enterprise & Community
£37,404.00	NHS Southend CCG – Health Contribution to Youth Offending Service 2017-18. Health Service are of the view that this is a voluntary contribution that they have not agreed to and should never have been invoiced for. Despite trying to resolve this matter since the invoice was raised in 2017, we have been unable to reach agreement. The Council have now accepted that payment will not made.	Youth Offending

<p>£45,188.35</p>	<p>UK Auto Sales Limited – Commercial Rent</p> <p>The company were tenants of 16 Brunel Road between 2018-2021, when they were evicted by the Council due to rent arrears. These arrears had built up over the period affected by Covid-19, during which the Council were prohibited from taking enforcement action to try and recover the rent owed. Despite trying to engage with the tenant it was necessary to evict them due to the arrears. Having sought legal advice it appears that the company have no assets and currently has a proposal to strike off on Companies House.</p>	<p>Operational & Non-Operational Properties</p>
<p>£26,156.82</p>	<p>Tudor Retail Group Limited – 23rd October 2020 to 19th May 2022</p> <p>Following a failure to pay tax due on the property, the Council sought court action and subsequently progressed the case to an enforcement agent to collect on our behalf. The enforcement agent has been unsuccessful with such attempts to collect, and the debt was returned to the Council for further action, with notification that the company had ceased trading.</p> <p>Following a review, it was determined that the company has been dissolved and therefore no legal entity remains for the Council to collect the debt from and consequently seek approval for the removal of the debt.</p>	<p>Business Rates</p>
<p>£26,102.72</p>	<p>Shanaj Ltd – 24 September 2020 to 31 December 2021</p> <p>Company responsible for Non-Domestic Rate at the property for a 15-month period, during which no rate has been received. The Council have served the statutory notices as appropriate to the company and commenced court action to obtain a liability order against the company for non-payment.</p> <p>The Council have sought to recover the outstanding debt via an enforcement agent, however, attempts by the agent have also proven to be unsuccessful.</p> <p>Company have now been dissolved on 11 April 2023 and therefore there is no prospect of collection.</p>	<p>Business Rates</p>
<p>£25,686.20</p>	<p>Shanaj Ltd – 24 September 2020 to 31 December 2021</p> <p>Company responsible for Council Tax at four properties (all above the Non-Domestic property) as lease to trade at Non-Domestic property for the entire building. Each property has been vacant and subject to a 300% premium due to the application of the long-term empty property premium. The addition of the premium has resulted in a larger than normal charge for this 15-month period at each address of £6,421.55.</p> <p>The Council have served the statutory notices as appropriate to the company and commenced court action to obtain a liability order against the company for non-payment.</p> <p>The Council have sought to recover the outstanding debt via an enforcement agent, however, attempts by the agent have also proven to be unsuccessful.</p> <p>Company have now been dissolved on 11 April 2023 and therefore there is no prospect of collection.</p>	<p>Council Tax</p>

Meeting:	Place Scrutiny Committee, People Scrutiny Committee and Policy & Resources Scrutiny Committee
Date:	5 June 2023 6 June 2023 8 June 2023
Classification:	Part 1
Key Decision:	No
Title of Report:	Work Programme Evaluation 2022/23
Executive Director:	Finance & Resources
Report Author:	S. Tautz (Principal Democratic Services Officer)

1. Executive Summary

- 1.1. For the Committee to review the work that it carried out during the previous municipal year.

2. Recommendations

- 2.1. **That the Committee note the summary of the scrutiny work that it has undertaken during the 2022/23 municipal year.**
- 2.2. **That the completion of the in-depth scrutiny project undertaken for 2022/2, around the theme of ‘Developing Strong Governance - Strengthening Joint Working Between Councillors and Officers’, be noted.**

3. Work Undertaken by the Scrutiny Committees 2022/23

- 3.1 A summary of the work undertaken by the Committee during the 2022/23 municipal year is attached at Appendix 1 to this report.
- 3.2 The Committee is requested to note the summary of the work it has undertaken during 2022/23.

4. In-Depth Scrutiny Project 2022/23 - ‘Developing Strong Governance - Strengthening Joint Working Between Councillors and Officers’

- 4.1 The in-depth scrutiny project undertaken on behalf of the Committee for 2022/23, has recently been completed.

- 4.2 The final report and recommendations arising from the completion of the in-depth scrutiny project is currently being finalised and will be presented to the Committee for consideration at its next meeting.

5. Corporate Implications

Contribution to the Southend 2050 Road Map

Becoming an excellent and high performing organisation.

Financial Implications

There are costs associated with the completion of the annual work programme for the Committee and the undertaking of in-depth scrutiny projects, although these are generally contained within existing resources.

Legal Implications

None

People Implications

None.

Property Implications

None

Consultation

As required for the completion of the annual work programme for the Committee and the undertaking of in-depth scrutiny projects

Equalities and Diversity Implications

None

Risk Assessment

None

6. Background Papers

None

7. Appendices

Appendix 1(a)-(c) – Work programme evaluation for each of the scrutiny committees for 2022/23

POLICY & RESOURCES SCRUTINY COMMITTEE WORK PROGRAMME EVALUATION - 2022/23

During the 2022/23 municipal year, the Policy and Resources Scrutiny Committee held **8** meetings and met on the following dates: 7 July 2022, 1 September 2022, 13 October 2022, 1 December 2022, 2 February 2023 and 15 March 2023. Special meetings of the Committee were held on 15 November 2022 and 22 March 2023.

During the year, the Committee undertook the following scrutiny work:

(a) Call-In/References from Cabinet

The Committee considered **29** reports that were called-in (13) from the Cabinet or referred directly (16) by the Cabinet for scrutiny. During the year, the Annual Report and Provisional Resources Outturn for 2021/22 against the Delivery of the Southend 2050 Outcomes and Priorities, was called in to each of the scrutiny committees. In addition, the Finance and Corporate Performance Report for Period 4 of 2022/23 was referred directly to each of the scrutiny committees by the Cabinet, as was the annual review of the Corporate Risk Register. The Committee considered the draft General Fund Revenue Budget for 2023/24 to 2027/28 and the Housing Revenue Account budget and rent setting for 2023/24 which had been referred directly (16) by the Cabinet for scrutiny.

Of the reports that were called-in from the Cabinet or referred directly by the Cabinet for scrutiny:

- The Committee referred **2** items back to the Cabinet for reconsideration during the year.
- The Committee referred **1** matter up to the Council for consideration in accordance with Procedure Rule 39 during the year.

(b) Forward Plan

The Committee considered **no** items called-in from the Cabinet forward plan during the year.

(c) Pre-Cabinet Scrutiny

The Committee considered **no** pre-Cabinet scrutiny items during the year.

The Council has agreed the introduction of pre-Cabinet scrutiny arrangements across the scrutiny function from the commencement of the 2023/24 municipal year.

(d) Scheduled Items

During the year, the following scheduled matters were considered at each meeting of the Committee (as appropriate):

- A total of **13** questions received from members of the public were responded to by the relevant Cabinet Members.
- The Committee received the draft minutes of meetings of the Joint Committee of the Association of South Essex Local Authorities (ASELA) at relevant meetings.
- In-Depth Scrutiny Project 2022/23 - A verbal update on the progress of the project was made to each meeting by the Chair of the Project Team.

In-Depth Scrutiny Project

An in-depth scrutiny project was undertaken on behalf of the Committee for 2022//23 on the theme of 'Developing Strong Governance: Strengthening Joint Working Between Councillors and Officers,' which was agreed at the meeting of the Committee on 7 July 2022 (Minute 118). A project plan and work programme for the in-depth scrutiny project were agreed at the meeting on 13 October 2022 (Minute 369). No additional topics were selected by the Committee for in-depth scrutiny activity during 2022/23.

The final report and recommendations arising from the in-depth scrutiny project are to be considered by at the meeting of the Committee on 6 July 2023 and, subject to the agreement of the report and recommendations, will then subsequently be considered by the Cabinet.

Other Matters

During the year, the Committee undertook the following other scrutiny work:

- Consideration of the final report and recommendations arising from the Joint In-Depth Scrutiny Project for 2022/23 (7 July 2022 (Minute 117) and 1 September 2022 (Minute 264)).
- Consideration of the summary of work for 2021/22 and the proposed In-Depth Scrutiny Project for 2022/23 (7 July 2022 (Minute 118)).

Meeting of Association of South Essex Local Authorities (ASELA) - Joint Committee**Date: Thursday, 23rd March, 2023****Place: Council Chamber, Brentwood Borough Council**

Present: Councillor C Hossack (Brentwood Borough Council) (Chair)
Councillors A Baggott (Basildon Borough Council), M Coxshall
(Thurrock Borough Council) and S George (Southend-on-Sea City
Council)

In Attendance: A Hutchings (Castle Point Borough Council), S Logan (Basildon
Borough Council), J Stephenson Brentwood Borough Council and
Rochford District Council), A Richards, E Helm and S Tautz
(Southend-on-Sea City Council), T Walker (Essex County Council), K
Wheeler (Thurrock Borough Council)
A Bryan (South East Local Enterprise Partnership)

Start/End Time: 11.30 am - 1.50 pm

21 Apologies for Absence

Apologies for absence were received from Councillor K Bentley (Leader - Essex County Council), Councillor D Blackwell (Leader - Castle Point Borough Council Council) Councillor S Wootton (Leader - Rochford District Council), P Glading (Opportunity South Essex (Co-opted Member)) and R Polkinghorne (Chief Executive - Southend-on-Sea City Council).

The Joint Committee was advised that A Bryan (South East Local Enterprise Partnership) was in attendance at the meeting on behalf of P Glading.

22 Declarations of Interest

The following interest was declared at the meeting:

(a) Councillor M Coxshall - Agenda Item 8 (Future Business Engagement Arrangements) - Member of the South East Local Enterprise Partnership.

23 Appointment of Vice-Chair

On the nomination of Councillor C Hossack and with the unanimous support of the Joint Committee:

Resolved:

That Councillor A Baggott be appointed as Vice-Chair of the Joint Committee for the duration of the meeting.

24 Minutes of Previous Meeting

Resolved:

That the minutes of the meeting of the Joint Committee held on 5 December 2022 be confirmed as a correct record.

25 ASELA Programme Review and Reset

The Joint Committee considered a report of S Logan proposing the adoption of five new ASELA workstreams to incorporate relevant existing work into a framework for future activity, following the development of a revised work programme by the Leaders and Chief Executives of the ASELA local authorities.

S Logan reported that Leaders and Chief Executives had also identified that it was necessary to review the resourcing of the work programme to enable the next phase of its delivery and the evolution of ASELA and had therefore also developed a revised resourcing structure to support the delivery of the programme, which could be implemented on a cost neutral basis.

The Joint Committee was advised that it was also proposed that a Local Government Association Corporate Peer Challenge be undertaken to build on the revised programme and resourcing framework of work and support understanding of the issues that ASELA should consider and develop further.

Resolved:

1. That the achievements delivered by the ASELA Programme to date, be recognised.
2. That the proposed new workstreams, Leader and Chief Executive sponsors and emerging strategic visions be endorsed, and that the relevant Chief Executives define these further in consultation with the respective Leader sponsors for consideration at the next meeting of the Joint Committee.
3. That the proposed resourcing structure to support the delivery of the revised ASELA Programme as set out in the report be agreed and that Chief Executives progress its implementation.
4. That the proposed undertaking of a Local Government Association Corporate Peer Challenge of ASELA be endorsed and that the scope of the review be agreed by the Chair of the Joint Committee.

26 Existing Programme Progress Reports

(a) South Essex Advanced Technical Skills (SEATS)

The Joint Committee considered a report of S Logan with regard to the delivery of the private sector led technical university for South Essex, setting out the progress made since the last meeting of the Joint Committee and the key next steps in the delivery of SEATS.

S Logan confirmed that the results of the procurement process for the appointment of a higher education provider for SEATS, would be reported to all members of the Joint Committee by June 2023. The Joint Committee was also advised that a media release on the progress of SEATS was to be released imminently.

Resolved:

1. That the progress and achievements to date in respect of the delivery of a private sector led technical university for South Essex, be noted.
2. That the key next steps for the delivery of the technical university, be noted.

(b) Good Homes Programme

The Joint Committee received a presentation from J Stephenson with regard to the reset of the former Housing and Infrastructure programme and the progress currently made to deliver new homes and communities and the increased supply of high-quality housing, alongside arrangements for future programme delivery by local authorities and housing associations and details of the funding for the programme received from Homes England.

The Joint Committee suggested that efforts should be made to ensure close working with registered social landlords as part of the delivery of the Good Homes programme.

Resolved:

1. That the progress and achievements to date in respect of the delivery of new homes and communities and the increased supply of high-quality housing, be noted.
2. That the slide pack from the presentation be circulated as part of the minutes of the meeting.

(c) Superfast Digital Programme

The Joint Committee received a report of R Polkinghorne with regard to progress on the delivery of affordable full fibre digital connectivity across South Essex.

Members requested that future reports to the Joint Committee on the delivery of full fibre digital connectivity should contain a map of current progress on full fibre roll-out, those public sector sites where connectivity had already been achieved and he previously identified 'not spots' across the region.

Resolved:

1. That the progress and achievements to date in respect of the delivery of affordable full fibre digital connectivity for South Essex be noted.
2. That continued support or the delivery of the Superfast Digital programme be endorsed.

The Joint Committee received a report providing a summary of the current financial position for the delivery of the ASELA key programmes.

It was reported that, based on the latest forecast position, a £149,000 surplus was anticipated in 2022/23 that primarily related to alternative funding being secured to fund a Programme Manager position for ASELA and that, as a result, this would bring the reserve deficit down to £24,000 which will be carried forward into to 2023/24.

Resolved:

That the report be noted.

28 Communications Update and Future Working Arrangements

The Joint Committee considered a report providing an update on the approach to communication activity following the review and re-set of the ASELA vision and priorities, including the proposed sharing of responsibility for communications across each of the ASELA local authorities.

Members were advised that it was intended to develop an overarching communication strategy following the re-set, to cover the key elements set out in the report and to increase awareness and engagement with ASELA and the current work programme. The Joint Committee noted that it was intended that the draft communication strategy would be presented to the next meeting for consideration and indicated that it was important that the strategy should contain appropriate arrangements to ensure that agreed communications adequately reflected the views of individual ASELA local authorities where necessary.

The Joint Committee was advised that, following feedback received from Leaders, a variation of the ASELA logo had been created to remove reference to '2050', as many of the current priorities for South Essex had more ambitious and shorter timescales.

Resolved:

1. That the communications update set out in the report and the proposed direction of travel for future ASELA communications activity, be noted.
2. That the proposed development of an overarching communication strategy for ASELA, including visual content (e.g., maps, infographics and videos as part of communications plans for specific workstreams) and the introduction of new communications channels such as TikTok, be agreed.
3. That, going forward, the Chair of the Joint Committee act as the member-level communications lead for ASELA.
4. That appropriate ASELA communications be prepared in respect of the current position with regard to the proposed Lower Thames Crossing and the expansion of the Ultra Low Emission Zone (ULEZ) in London, given the impact of these policy matters on South Essex.

29 Any Other Business

The following additional item of business was raised at the meeting.

(a) Greater Essex Devolution Proposal

The Joint Committee was advised that the Expression of Interest for consideration of a devolution 'deal' to be submitted by the three upper-tier local authorities in Essex, was to be considered by Southend-on-Sea City Council on 23 March 2023.

30 Last Meeting of the Municipal Year

The Chair expressed his best wishes for the future success of ASELA, as he was not standing for re-election at the local elections in May 2023.

On behalf of all Leaders and Chief Executives, Councillor A Baggott thanked the Chair for his contribution to the success of ASELA so far and the work of the Joint Committee since its establishment in 2021.

31 Exclusion of the Public

Resolved:

That, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the item of business set out below (Future Business Engagement Arrangements), on the grounds that it would involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

32 Future Business Engagement Arrangements

The Joint Committee Considered a report with regard to future business engagement arrangements in South Essex.

The Committee received a letter from the co-opted Chair of Opportunity South Essex who was unable to be in attendance at the meeting, with regard to the issues set out the report.

Resolved:

1. That current arrangements for business engagement in South Essex and the associated matters and options set out in the report, be noted.

2. That recent discussions between the Chair of the Joint Committee and the Chair of Opportunity South Essex, be noted.

3. That detailed consideration be given to business engagement arrangements in South Essex, with the preferred option being to evolve the current federated board arrangements to strengthen the engagement of ASELA with Opportunity South Essex businesses and to invite businesses to more closely align with the new workstreams.

4. That detailed proposals for future business engagement arrangements in South Essex be presented to the next meeting of the Joint Committee, along with an appropriate transition plan.

A SELA JOINT COMMITTEE GOOD HOMES PROGRAMME UPDATE



16th March 2023

Contents

- Programme Reset
- Achievements
- Delivery Plan – including Local Authorities and Housing Associations Workstream
- Funding

PROGRAMME RESET





Vision

To deliver high quality places to live, work, visit and invest that reflect and enhance the best of what our towns, countryside and coast have to offer.

To provide an increased supply of high-quality housing to meet the full range of housing needs in sustainable locations across South Essex.





Strategic Place Partnership (SPP) with Homes England

Homes England and ASELA have identified 3 Strategic Outcomes for the SPP. These outcomes are based upon the housing need within ASELA, the opportunities and challenges that are faced and the ambition for delivery.

The outcomes respond to the local challenges faced in South Essex and build upon the existing collaborative approach to working between Homes England and ASELA. The outcomes place value on the success and value of this new way of working, as well as the step change anticipated in the delivery of housing growth in South Essex.

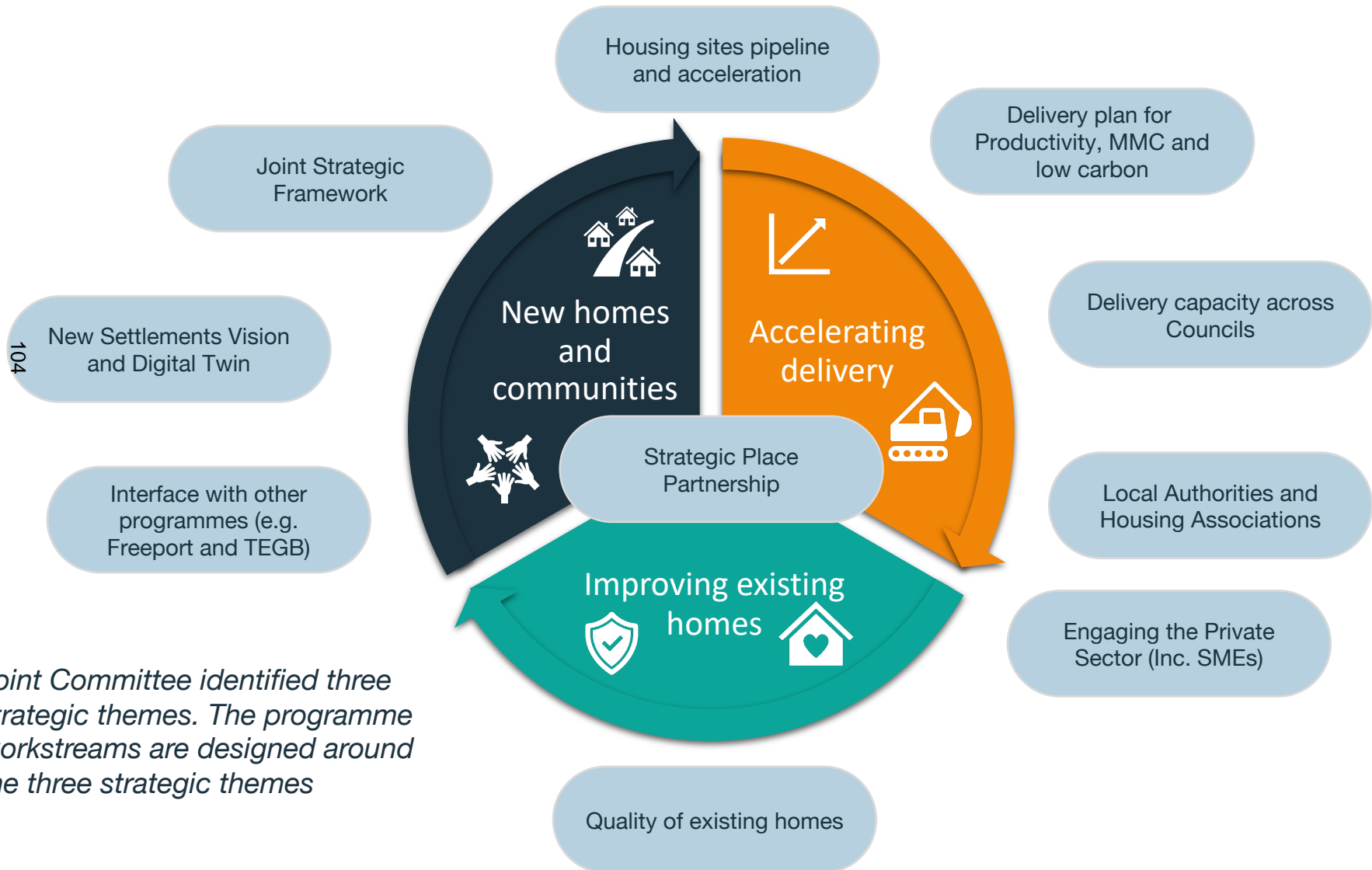


The three Strategic Outcomes are:

1. Collective view of housing delivery opportunities across ASELA and what is required to unlock them
2. Targeted place-based engagement and resource alignment around priorities with key partners, both local and national
3. Accelerated new homes delivery to support the housing needs of South Essex

ASELA GOOD HOMES PROGRAMME

STRATEGIC THEMES AND WORKSTREAMS



Joint Committee identified three strategic themes. The programme workstreams are designed around the three strategic themes



ASELA Joint Committee

- Provide overall accountability and decision making for the programme
- Responsible for the Housing Delivery Plan
- Overall accountability for the Housing Programme

105

Good Homes Programme Board

- Approve the Strategic Place Partnership business plan and yearly Delivery Plan
- Drive place-based delivery of ASELA housing targets and SPP outcomes
- Agree ASELA spatial and thematic priorities
- Align Homes England and ASELA resources in South Essex
- Articulate the funding and resource that will unlock housing growth
- Collaboration with other key delivery partners and involving new partners to support the delivery of the ambition

Good Homes Working Group

- Progress the SPP Delivery Plan
- Operational activity on the programme workstreams
- Progression of housing sites pipeline
- Shared knowledge / skills
- Consideration of emerging topics – such as MMC

ACHIEVEMENTS





ASELA GOOD HOMES PROGRAMME

STRATEGIC PLACE PARTNERSHIP



Achievements in year 1

- ✓ Setting up of Strategic Place Partnership, including signing the MOU and draft Business Plan
- ✓ Joint Strategic Framework drafted
- ✓ Pipeline of housing sites identified and profiled used to engage with HE for funding opportunities
- ✓ Five stalled sites identified as a priority and a package of work agreed for each to accelerate delivery. The sites have the potential to deliver 548 homes (164 affordable).
- ✓ Monthly and bimonthly reporting to HE and ASELA Board
- ✓ Housing and Infrastructure Programme Director post agreed, funded and filled on interim basis (to October 23)
- ✓ Digital Twin large settlements 1st stage report drafted
- ✓ Local Authority and Housing Association workstream in progress, working in partnership to deliver affordable housing projects across three demonstration projects.

INDICATIVE DELIVERY PLAN





Workstream	Purpose	Potential activities	Intended Outcomes (Inc. Strategic Outcomes)
Strategic Place Partnership 109	<ul style="list-style-type: none"> Alignment of Homes England and ASELA strengths and resources on shared strategic housing delivery priorities and outcomes Utilise ASELA governance arrangements for the SPP, to direct and monitor the alignment of key resources To co-ordinate engagement with relevant partners, ensuring consistency of message and efficient use of resources for SPP and partners, including LA's 	<ul style="list-style-type: none"> Governance structure and ToR for meetings Approve SPP Business plan and yearly delivery plan Establish reporting framework Monitoring and measurement of outcomes and impact Stakeholder engagement plan Strategic Partner AHP funding programme engagement Review resourcing requirements 	<p>Board structure and scheme of delegations established / refreshed and embedded in ASELA and Homes England</p> <p>Resource agreed by ASELA partners to support governance</p> <p><i>SPP Strategic Outcome 3 – accelerate and increase delivery of housing</i></p>
Joint Strategic Framework	<ul style="list-style-type: none"> Joint Strategic Framework for development up to 2038 	<ul style="list-style-type: none"> Endorsement of Joint Strategic Framework by Programme Board Engagement & subsequent adoption by Joint Committee 	<p>Published Strategic Framework for South Essex</p> <p><i>SPP Strategic Outcome 1 – collective view of housing delivery</i></p>
New Settlements Vision and Digital Twin	<ul style="list-style-type: none"> Preparation of the Vision, Stewardship proposals and development of a 'Digital Twin' for the 3 proposed new settlements. 	<ul style="list-style-type: none"> Approval of New Settlement Digital Twin Report by Programme Board Identify next steps Explore opportunities for linked datasets and options to 'host' the digital twin. 	<p>Report on the vision for new settlements.</p> <p><i>SPP Strategic Outcome 1 – collective view of housing delivery</i></p>
Interface with other programmes	<ul style="list-style-type: none"> Joint working with other ASELA programmes (e.g. Freeport and TEGB) 	<ul style="list-style-type: none"> Identify links with significant programmes e.g. Thames Estuary Growth Board and Freeport and build relationships with key individuals in these programmes. 	<p><i>SPP Strategic Outcome 2 – aligning resources with key partners</i></p>



Workstream	Purpose	Potential activities	Intended Outcomes (Inc. Strategic Outcomes)
Housing sites pipeline and acceleration	<ul style="list-style-type: none"> Unlocking the housing sites needed to support the forecast population and household growth Developing the pipeline of sites/ projects, including public sector land and strategic infrastructure, that will need support of the ASELA partners to accelerate delivery over the next 5 years Map existing funding/ investment and potential opportunities across ASELA/all government departments to enable alignment/ prioritisation 	<ul style="list-style-type: none"> Agree support for Tranche 1 priority sites for delivery in 22/23 Produce site specific support (e.g. business cases) Maintain pipeline of sites and explore options around mapping Validate the pipeline and assurance framework to assess sites Recommendations for Tranche 1 /2 sites Funding mapping 	<p>Priority sites enabled to start on site in 2024</p> <p>Pipeline of sites for delivery beyond 2024 agreed</p> <p><i>SPP Strategic Outcome 1 – collective view of housing delivery and single pipeline</i></p>
Local Authorities and Housing Associations	<ul style="list-style-type: none"> Strategic partnership agreement between ASELA and HAs to increase delivery and focus on affordable homes with a single plan 	<ul style="list-style-type: none"> Use collaborative approach for LA/HAs to create models for: <ul style="list-style-type: none"> ASELA pipeline Regeneration scheme Settlements Identify key learning and future opportunities Delivery of demonstration sites Develop an MoU / partnership between ASELA and HAs. 	<p>Progress the demonstration sites into the delivery cycle by no later than April 2023.</p> <p>A new model for accelerating affordable housing delivery.</p> <p>Signed MoU between ASELA, HAs (and potentially other deliverers)</p> <p><i>SPP Strategic Outcome 2 – place-based engagement</i></p>
Engaging the Private Sector (inc SMEs)	<ul style="list-style-type: none"> Market Stimulation - development of a proposition targeted at house builders who are not currently operating in the area and MMC. 	<ul style="list-style-type: none"> Market engagement with key developers Seek to agree MoU to encourage increased activity and presence in South Essex Agree protocol for promoting sites to SMEs 	<p>Signed Memorandum of Understanding with key organisations</p> <p><i>SPP Strategic Outcome 2 – aligning resources with key partners</i></p>
Delivery capacity across Councils	<ul style="list-style-type: none"> Local Authority partners working collaboratively to increase capability and outputs Utilise the Homes England capacity funding offer to build and share knowledge, intelligence, skills, and capacity in key areas of development process with Local Authorities. 	<ul style="list-style-type: none"> Explore the political and operational support for shared services and / or a collaborative delivery vehicle and what work would be needed to develop the business case for the proposal 	<p>Local Authority partners working collaboratively to ensure delivery capacity across South Essex</p> <p><i>SPP Strategic Outcome 3 – accelerate and increase delivery of housing</i></p>
Delivery Plan for Productivity, MMC and Low Carbon	<ul style="list-style-type: none"> To establish actions that will enable ASELA to increase local housing productivity (including MMC) and ensure that all new homes can meet the national Future Homes Standard and the target of net zero carbon by 2030. 	<ul style="list-style-type: none"> HE to engage with government departments and partners for MMC and low carbon Agree preferred approach to low carbon homes and accelerating MMC in ASELA 	<p>Link to MMC activity in ASELA sub-region</p> <p><i>SPP Strategic Outcome 2 – place-based engagement</i></p>



Workstream	Purpose	Potential activities	Intended Outcomes (Inc. Strategic Outcomes)
Quality of existing homes	<ul style="list-style-type: none"> Joint working to improve quality of existing housing stock across south Essex 	<ul style="list-style-type: none"> Investigate opportunities for improving existing stock including opportunities for retrofit, eg. develop Business Case for a pilot project for retrofit. Explore opportunities for an ASELA intervention on empty homes and under-occupation. 	Strategic Outcome 2 – place-based engagement

SPOTLIGHT ON HOUSING ASSOCIATIONS WORKSTREAM

As a core feature of transforming housing delivery in South Essex, it was agreed last year, to bring together the leadership teams of the Local Authorities, Regional Housing Associations and Homes England to consider innovative models of collective intervention in the market to get more homes built where they are needed.

Three major opportunities for delivery collaboration were identified. These were:

- To identify housing schemes in South Essex, that are currently stalled or deferred, but could be unlocked by leveraging the respective strengths of the strategic partners working in tandem.
- To identify and agree an area of South Essex for regeneration where the strategic partners could combine $\overline{\text{SE}}$ and use a housing scheme to anchor and accelerate the areas regeneration and levelling up programme.
- To take the work underway on new settlements in South Essex and bring forward a new model for accelerating affordable housing as a core feature of the overall proposition. This will describe the timescales and main activities required to successfully transform delivery on a larger scheme and scale.

These three areas have been used to design Phase 2 of the programme, the Governance Group overseeing the programme is the ASELA Good Homes Programme Board and a Solutions Team made up of all partners is meeting in between to develop the three work areas.

The Solutions Team have been focusing on the delivery of projects to demonstrate how the partnership can make a practical difference on the ground. They have also been considering how a 'partnership' could be formalized between the Local Authorities and Housing Associations. This is still in development but will help to shape the direction of this workstream April 2023 onwards.

FUNDING



ASELA GOOD HOMES PROGRAMME

STRATEGIC PLACE PARTNERSHIP



Funding Position

The delivery of such a comprehensive programme will require significant and recurring revenue and capital financial settlement. The greater the investment, the greater acceleration that can be delivered.

Certainty of funding is as important as scale. Therefore, the SPP will seek to create a transparent and consistent funding settlement that will underpin the delivery of the business plan. The Local Authority partners will consider contributing an agreed amount in an annual settlement.

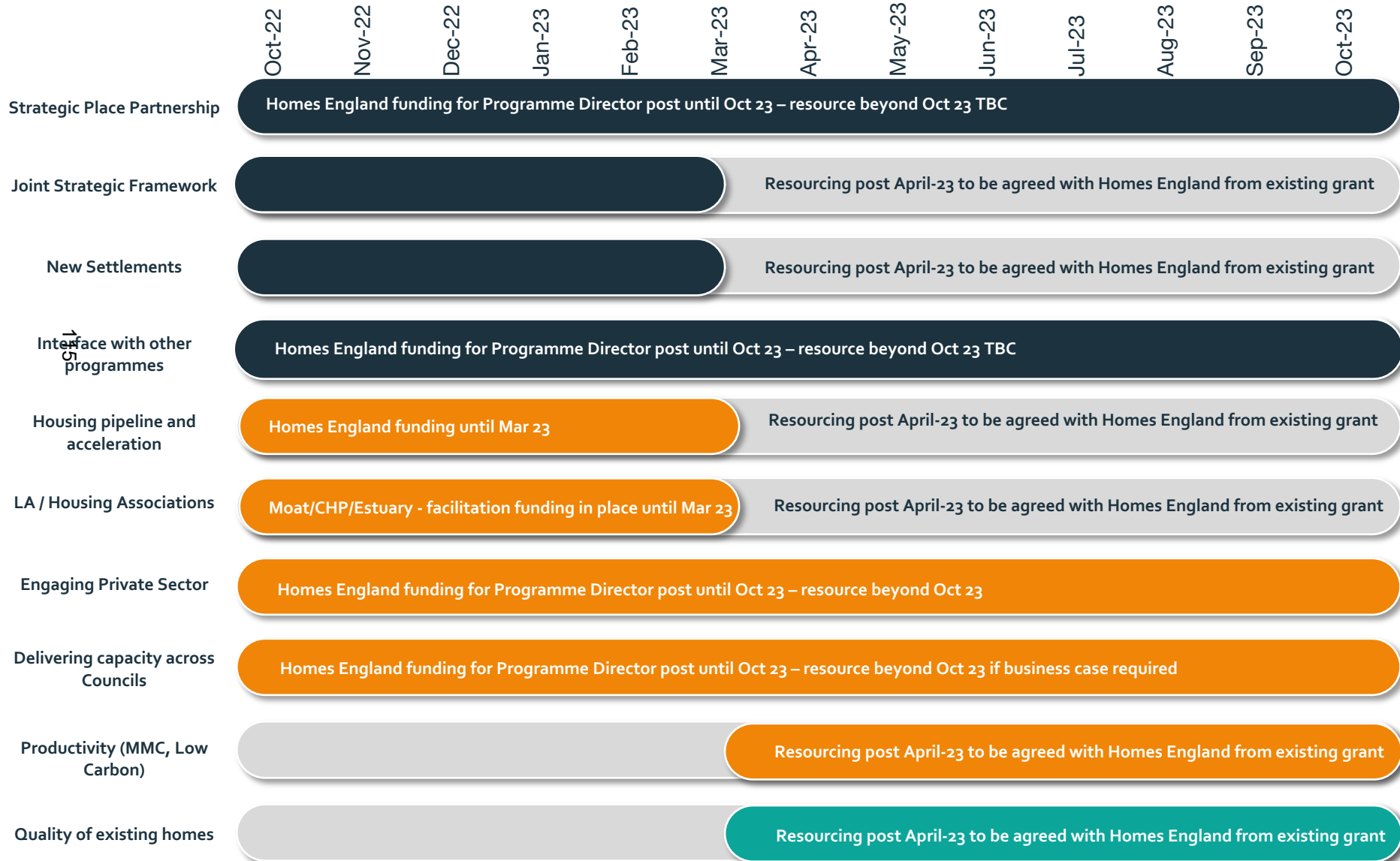


Homes England have committed funding to date as follows:

Grant Funding – Director Post	£250K	Until October 2023	Grant to ASELA
New Settlements Study	£250K	Until September 2022	Appointment via Homes England Multi-disciplinary framework
Grant Funding – Capacity funds for pipeline development	£120K	Until March 2023	Grant to ASELA
Technical Due Diligence on Priority Sites	£145K	Until March 2023	Appointment via Homes England Multi-disciplinary TDD Framework

ASELA GOOD HOMES PROGRAMME

Oct 22-Oct 23 CRITICAL TIMELINES / RESOURCING

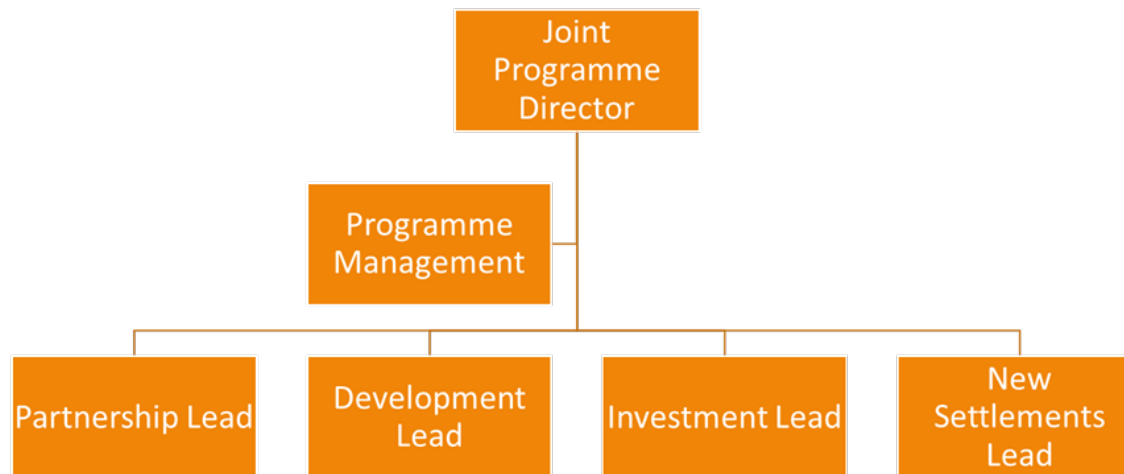


ASELA GOOD HOMES PROGRAMME LONG TERM RESOURCING REQUIREMENTS



Post October 2023 we are proposing that a core team will need to be in place. The core team would manage, coordinate and oversee the range of fundamental activities required to deliver the programme. Posts could be full or part time dependent upon the volume of work. Individuals could be sourced from across the partnership. The teams beneath the leads could also grow to deliver a greater range of interventions as the programme progresses; this could include commissioned consultancy advice.

Proposed structure:



Certain strategic interventions would require the deployment of a specialist team to work with the Core Team; these could include Transport and Infrastructure, Affordable Housing and Planning and Governance.