

Agenda

West Bromwich Town Deal Board

Tuesday, 21 February 2023 at 1.00 pm
At This meeting is held online.

This agenda gives notice of items to be considered in private as required by Regulations 5 (4) and (5) of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

1 Welcome and Opening Remarks

The Chair will welcome attendees to the meeting and make opening remarks.

2 Apologies

To receive any apologies for absence.

3 Minutes of the last meeting

7 - 16

To confirm the minutes of the West Bromwich Town Deal Board meeting held on 22 November 2022 as a correct record.

4 Declarations of Interests

To receive any declarations of interest from members relating to any item on the agenda.

5 Governance Arrangements



To provide an update on a young person representation on the Board

6 **Social Value and Local Spend** 17 - 30

To discuss updates to the Social Value and Local Spend guidance
(highlighted in green)

7 **Project Reporting** 31 - 108

To receive an update on project progress and monitoring information for the period of October-December 2022

Project updates from:
Town Hall Quarter – Mark Evans
Retail Diversification Project – Alex Oxley

8 **Forward Plans**

To receive update on the forward plans:

- Consultation Plan
- Press Release/Publicity
- Site Visits

9 **Any Other Business**

To receive any other business raised by members for discussion.

10 **Closing Remarks**

The Chair will make closing remarks and close the meeting.

Shokat Lal

Chief Executive
Sandwell Council House
Freeth Street
Oldbury
West Midlands

Distribution

C Hinson (Chair), J Thompson, Cllr K Carmichael, Cllr P Hughes, Cllr S Hartwell, Cllr L Rollins, Cllr S Melia, Cllr P Randhawa, Cllr K Miller, D Howe, M Wildman, N Richards MP, S Shingadia, E Chetcuti, G Tomlinson, L Bird, S Griffiths, W Brookfield and S Howells.

Contact: town_deal@sandwell.gov.uk

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Minutes of West Bromwich Town Deal Board

Tuesday, 22 November 2022 at 1.00 pm
This meeting is held online.

Present: C Hinson (Chair)
J Thompson (Vice-Chair), Cllr P Hughes, Cllr K Millar, Cllr R Randhawa, Cllr S Melia, D Howe, L Bird, L Hill, M Wildman, S Howells and S Shingadia

Also present: A Oxley, E Parkes, J Singh, M Farid, R Rahim

11 Welcome and Opening Remarks

The chair welcomed board members to the meeting before outlining the agenda items for discussion. The chair provided rationale as to why the board meeting was extended by 30 minutes, to ensure sufficient time for discussion on the monitoring and evaluation returns prior to the submission to Government.

12 Apologies

Apologies were received from the following board members: -

- Cllr Suzanne Hartwell - Cabinet Member
- Cllr Laura Rollins - Cabinet Member
- Emma Chetcuti - Multistory
- Tanya Durham - SIPS
- Wendy Brookfield - GGCE
- Tony McGovern - SMBC Director of Regeneration and Growth



13 Minutes of the last meeting

Minutes of the last board

Board members agreed minutes of the Local Board meeting held on 18 July 2022 were a correct record.

Action Log

Updates recorded on the attached Action Log.

14 Declarations of Interest

The Chair asked board members to raise any declarations of interests. None were forthcoming. The chair asked board members to raise any declarations during discussions should they need to.

15 Governance Arrangements

At the previous board meeting, board members discussed the Terms of Reference and Board Membership and provided feedback for the Programme Management Office to action. Board members received Items 5a - Terms of Reference and 5b - West Bromwich Town Deal Board Membership prior to the meeting.

Terms of Reference - Updates

- 4.2 – Updated process for elected members expressing interest to join the Town Deal Board
- 4.3 – Highlighting the Town Lead Member is responsible for feedback back into Ward Member meetings
- 10.4 – Board Membership would be feedback to Cabinet/ Council to ensure membership aligns with annual appointments
- 10.5 - The expectation of board members attending at least 50% of meetings per annum.

West Bromwich Town Deal Board Membership

The chair welcomed new board members to the meeting and asked them to make introductions: -

- Councillor Pam Randhawa, Greets Green and Lyng Ward Member
- Councillor Kay Millar, Hatley Heath Ward Member
- Deska Howe, West Bromwich African Caribbean Centre representative
- Mark Wildman, Sandwell Leisure Trust representative

Board members were informed since publishing meeting papers, an expression of interest has been received from a representative of Barnardo's. They will be invited to attend future meetings.

There is a vacancy for a young person representative. Unfortunately, no appointments have been made to date with support from Sandwell Council's SHAPE Youth Forum and Sandwell College due to clashes with school lessons and college lectures. Board members were asked to put forward ideas on organisations to approach to secure young person representative.

The final vacancy is for WMCA/ LEP representative. A representative has been identified for the Smethwick Town Deal Board and the Programme Management Office are currently awaiting a representative for West Bromwich and Rowley Regis.

16 Social Value and Local Spend

At the previous board meeting, a discussion took place around Social Value and Local Spend and how the Towns Fund Programme is incorporating this.

The Programme Management Office reviewed Sandwell Council's definition of Local Spend and adapted the definition for the Towns Fund Programme so that board members have a clear understanding on how procurement and social value will be reported.

Board members received Item 6a - Draft proposal Social Value and Local Spend V2 prior to the board meeting. The document details guidance for projects on what Local Spend is, how it fits with the Social Value act, how the project leads are expected to support this and the proposal for the Towns Fund Programme.

Sandwell Council's Social Value/ Local Spend is reported by West Midlands Combined Authority (WMCA) areas. The report lists all local authority areas included.

The proposal put forward for the Towns Fund Programme is to have a tiered priority approach: -

- Priority 1: Sandwell
- Priority 2: Black Country and Birmingham
- Priority 3: WMCA Areas
- Priority 4: National

The report also includes questions project leads should consider when undertaking procurement activities (Annex B) to encourage local spend.

Board members were asked if they wish to raise any comments or questions. The discussion included: -

A board member commented this is a really helpful framework in terms of taking forward Social Value.

A question was raised regarding the logistics where suppliers may have consultancy support that are nationally based but have a local presence and if this would be considered as Priority 1 or 3.

Board members were informed there are many suppliers that have head officers nationally but resource is locally based. Internally, this would be classified as local spend. To date, it has been challenging to obtain these figures as the council's finance system collated data off head office post codes however, the Programme Management Office are requesting further details from project leads to capture this detail manually.

Board members were advised where project leads do not achieve local spend, project leads are asked to provide the rationale as to why. This may be due to needing specialist equipment. Where this occurs, supply chain details will be requested.

A query was raised if Priority 2: Black Country and Birmingham should be separated. A discussion took place between board members to agree the best approach and it was decided to keep these areas together, given Birmingham neighbours areas of both Sandwell and Black Country, meaning a supplier could be less than 1 mile from Smethwick projects and be in Birmingham.

A question was raised if quality assurance of social value was independently verified. Board members were informed social value and local spend is not reported back to Government but is recorded at the request of the Accountable Body and board members. Monitoring and Valuation returns are reviewed by the Programme Management Office and Finance colleagues to ensure submissions include accurate information prior to presenting to board members and submitting returns to Government.

In addition, Social Value Plans have been developed with project leads with the councils Community Benefits Coordinator at Full Business Case stage to ensure procurement activities include social value targets.

Board members were informed where procurement supplies/ services/ goods cannot be sourced locally, this can be feedback to local companies to advise there is a gap in the market.

To support this, the Programme Management Team are working with the council's Business Growth Team to organise a 'Meet the Buyers' event in February 2023. This event will invite local businesses to attend and showcase upcoming opportunities for procurement, support on how they can sign up and submit applications.

A comment was made on how this is a great way to show how the Towns Fund Programme is supporting local economy. Other board members agreed.

17 Project Reporting

Board members received Item 7a - West Bromwich Town Deal Board Reporting April - September 2022 prior to the board meeting. This appendix was shared on screen during the meeting and the following was presented: -

Town Level Reporting

- A review of funding drawn down from Government to date and the spend profile against this including rationale for both advanced spend and any slippage
- Forecasted spend for the remaining 22/23 financial year (October 2022 - March 2023) and the rationale for any slippage
- Key deliverables across all projects that had been achieved in this reporting period and those forecasted for the remaining 22/23 financial year
- Confirmation was provided that despite some spend slippage, a Government Deep Dive is not applicable as the slippage is within the 40% threshold as set out in the LUF and Towns Fund Local Authority Assurance Framework issued in September 2022.

Project Level Reporting

- A review of the overall progress including progress status (complete/ on track/ delayed) and RAG Ratings for delivery, spend, risk, resource, outputs and outcomes
- Activities undertaken within the reporting period including current challenges and challenges expected in the next 6/12 months
- Progress against key milestones
- Spend against funding drawn down profile (spend to date and forecasted) including rationale for any slippage
- Spend against match funding profile (spend to date and forecasted) including rationale for any slippage
- Top 3 project level risks
- Resource implications, if applicable
- Project specific outputs, outcomes and local measures

- Procurement activities including appointed contractor details and local spend considerations

To ensure the Accountable Body and Town Deal Boards receive reporting on a regular basis to monitor project progress, expenditure and risks, it is a requirement set by the Programme Management Office that project leads must submit Monitoring, Evaluation and Claim Returns on a quarterly basis, as a minimum. However, returns to Government are only required on a 6-monthly basis.

The following discussions were held as a result of the information presented: -

Board members agreed quarterly returns to monitor progress against projects is an excellent approach and provides opportunity to monitor changes to scope and budget forecasts at the earliest opportunity.

A comment was raised regarding how useful it was to receive detailed information on spend against funding received to date, any slippages and rationale for this. The board member then asked if there were any risks to the delivery of projects within their current funding envelopes as a result of pushing back funding to future financial years given the significant cost inflation and global supply chain pressures, particularly to construction related projects.

Board members were informed projects included a contingency within their cost plans at Full Business Case Development Stage. Where projects experience issues as a result of cost inflation and exceed their budget, they may need to review the project scope to ensure delivery is within the budget allocated. A process would be followed and board members would be consulted prior to presenting options to Government.

In response to the above query relating to the two West Bromwich Towns Fund projects that are pushing back spend from 22/23 to 23/24, the Town Hall Quarter project team recently undertook a procurement exercise to appoint a construction contractor to deliver phase 1 - Preliminary Design. This activity will assist the project team to finalise costs for the full restoration and refurbishment of the Town Hall and Central Library. As the contractor is due to commence on site in April 2022, a large amount of funding (contractor payment costs) were pushed back to 23/24.

The Retail Diversification Programme funding being pushed back to 23/24 is not related to construction but is related to acquisitions of interests, therefore material inflation is less impactful.

The project that would be affected by construction cost inflation the most, Sandwell Civil and Mechanical Engineering Centre, has identified match funding opportunities and currently awaiting a response from a funding application from DfE.

Board members were reminded the Programme Management Office meet fortnightly with Sandwell's Government Advisor, who is aware of proposed slippage and rationale as to why. No concerns have been raised to date. It was agreed for Town Hall Quarter and Retail Diversification Programme project leads to attend the next board to provide a more detailed update on progress.

A question was raised regarding photo opportunities and if this is being looked at to promote projects and their progress. Board Members were informed the Programme Management Office are working closely with Sandwell Council's Press Office and all project leads to develop a News and Media forward plan, to identify key milestones and press release/ photo opportunities.

A suggestion was put forward to organise a site visit to West Bromwich Town Centre to see the Urban Greening Phase 1 works. Board members welcomed this suggestion.

The Chair thanked the Programme Management Office for presenting the detailed progress update and thanked board members for their input.

The Chair emphasised the importance to review the detailed agenda packs prior to meetings, to ensure sufficient time for discussion during meetings.

Action: PMO to invite Town Hall Quarter and Retail Diversification Programme project leads to the next board meeting in February 2022.

Action: Programme Management Office and West Bromwich BID to organise a site visit to West Bromwich Town Centre to see the Urban Greening Phase 1 works.

18 Any Other Business

Regenerating Sandwell Website

A new website called 'Regenerating Sandwell' has been developed to promote the proposed, planned and approved 66 pipeline projects totalling £1.8 billion investment. This includes the 16 Towns Fund projects across West Bromwich, Smethwick and Rowley Regis. The website will be updated regularly and members can review project progress updates.

A comment was raised regarding the success of the website and how this can celebrate the good range of projects within the Towns Fund programme but also wider Sandwell.

Councillor Peter Hughes thanked Rina Rahim for her continued hard work to help deliver the Towns Fund Programme.

The Chair extended thanks to Emma Parkes for her ongoing support since the beginning of the Towns Fund Programme in 2019 and informed board members this is her last meeting before breaking up for Maternity Leave in January 2023. Board members were informed Maaria Farid would support the Town Deal Board in Emma's absence.

19 Closing Remarks

The Chair thanked board members for their attendance and contributions to the meeting and closed the meeting at 14:30.

20 West Bromwich Town Deal Board Action Log

A record of open and closed actions agreed during West Bromwich Town Deal Board meetings.

Meeting ended at 2.30 pm

Contact: town_deal@sandwell.gov.uk

West Bromwich Town Deal Board Action Log

Open Actions

Date	Description	Responsible Officer(s)	Update
22.11.22	PMO to invite Town Hall Quarter and Retail Diversification Programme project leads to the next board meeting in February 2022.	Rina/ Emma	
22.11.22	Programme Management Office and West Bromwich BID to organise a site visit to West Bromwich Town Centre to see the Urban Greening Phase 1 works.	Rina/ Emma/ Lisa Hill	

Closed Actions

Date Opened	Date Closed	Description	Responsible Officer(s)	Update
18.07.22	22.11.22	Board Members to consider organisations who may be interested in joining the Town Deal Board where vacancies are identified.	All Board Members	Complete
18.07.22	22.11.22	Programme Management Office to approach organisations with low/ no attendance to see if they wish to continue their involvement	PMO	Complete
18.07.22	22.11.22	Terms of Reference to be updated to include 50% attendance annually is mandatory and would trigger individual board member review.	PMO	Complete
18.07.22	22.11.22	Programme Management Office to circulate Code of Conduct and Declaration of Interest forms to board members.	PMO	Complete
18.07.22	22.11.22	Board Members to complete, sign and return Code of Conduct and Declaration of Interest forms by 26 August 2022. Board Members to contact PMO if clarification is required.	All Board members	Complete
18.07.22	22.11.22	Programme Management Office to circulate short survey to capture board member preference on board meeting day/ time.	PMO	Complete

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Towns Fund Social Value Local Spend Proposal

Draft V3 – January 23

INTRODUCTION

The Public Services (Social Value) Act 2012, that came into force in Sandwell 2013, places an obligation upon all councils to consider how they can secure social, economic and environmental benefits from the procurement of public contracts. The purpose of this document is to ensure that projects:

- Achieve best value for money, including social value
- Support all relevant council priorities and policies to include the Corporate Plan and Vision 2030
- Purchases quality goods, services, and works
- Safeguard its reputation from any suggestion of dishonesty or corruption
- incorporate principles of sustainability, efficiency, quality, social value, best value for money and whole life-cycle costing
- comply with the Public Contract Regulations 2015 (PCR) and any future amendments

The Towns Fund Partnership recognises there is significant scope to support activities, approaches and services that help to deliver measurable benefits to local communities' safety, health, prosperity and quality of life. Towns Funds projects will therefore ensure procurement activity will align with Sandwell Councils Contract and Procurement Rules, undertake a Social Value Plan and provide information to support the monitoring of Local Spend and Social Value.

The definition for Local Spend as accepted by the LEP and West Midlands Combined Authority can be found in Appendix A. As the definition of 'local' covers the whole West Midlands Combined Authority Area, the Towns Fund Boards are encouraging projects to consider social value and local spend as per the following priority order:

Priority 1 - Sandwell

Priority 2 – Birmingham and Black Country

Priority 3 – West Midlands Combined Authority Area

WHAT IS SOCIAL VALUE?

Social Value is about maximising the wider benefit to be gained through meeting our needs for goods and services in a way that achieves value for money for the life of the contract.

Social value outcomes must be considered at the pre-procurement stage of a tender, they must be relevant and proportional to the contract in question and must continue to observe equal access for suppliers.

The Act does not provide a definition of Social Value itself, so this document will lay out Sandwell Towns Fund Programme definition of Local spend which aligns with SMBC Social Value guidance. For the Towns Fund Programme, Social Value is about maximising the wider benefit to be gained through meeting 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 Council, but also to Sandwell, its residents and the economy, whilst minimising the damage to the environment.

Implementing Social Value as part of Sandwell's Towns Fund Programme provides scope to make positive changes for the borough as a whole by encouraging the creation of job opportunities for local people, supporting young people into apprenticeships and ensuring that local suppliers (and in particular SME businesses) are represented in the supply chain.

Sandwell Towns Fund Programme will where possible, contribute towards the following key areas:

SOCIAL

- Supporting the reduction of social exclusion, isolation and inequalities
- Generating education, training and employment opportunities for disadvantaged groups excluded from the workplace.
- Designing services which take account of different needs including disadvantaged groups
- Engaging the local voluntary and community sector
- Generating positive health outcomes for local people

ECONOMIC

- Creating employment opportunities for local people
- Creating training and education opportunities for local people
- Supporting local micro, small and medium enterprises by increasing their opportunities to access our direct and indirect spend

ENVIRONMENTAL

- Reducing carbon emissions to help achieve carbon neutrality by 2030 and beyond
- Seeking to reduce air pollution or eliminate where possible
- Contributing to the protection, restoration and enhancement of Sandwell's environment
- Resource efficiency and up to date processes for re-use and recycling
- Encouraging local innovation and skills to help tackle climate change in Sandwell

SMBC Procurement Considerations, Social Value and Localism

SMBC is committed to supporting the local economy by ensuring all tendering opportunities are accessible and tenderer friendly. Where practical and relevant, tenders should also address the following local social benefits, (as part of the supply chain) through the use of tender quality assessments and method statements.

- employment;
- supply chain;
- apprenticeships;

To maximise the opportunities enabled by the Towns Fund Programme, evaluation scores for social value are to be considered on all procurements, where it is possible to do so.

The decisions around weighting and indicators will be made on a case by case basis with a focus on achieving positive outcomes without creating barriers for our suppliers.

The Programme Monitoring Office will be responsible for collating information on procurement activities undertaken by projects within the Towns Fund Programme for reports to the Towns Fund Boards and DLUHC.

IMPLEMENTING SOCIAL VALUE IN PROCUREMENT

The following steps should act as a guide for considering Social Value outcomes in a tender:

Step 1: Identify Council/organisational strategies and plans relevant to the procurement, align with SMBC Contract Procedure Rules where organisations do not have their own procurement policy. [SMBC Contract Procedure Rules](#)

Step 2: Identify relevant Social Value outcomes

Step 3: Add evaluation questions to the tender, examples provided at Appendix B

Step 4: Define the weighting of those questions and publish as part of tender documentation (minimum 10%)

Step 5: Tender evaluation process

Step 6: Review and ongoing monitoring of outcomes and benefits

The key deliverables that the project wishes to achieve will be set out in the contract specification or scope of services or works. Inclusion of social value criteria in a tender process will add further economic, environment and social benefits to the service. This is known as 'Additionality' or 'Added Value' and would not have occurred without the inclusion of social value as part of the tender evaluation criteria.

For example, a specification may require a building contractor to be carbon neutral by 2030. If the contractor commits to reaching that requirement by this date this would not be added value. However, if that contractor makes a voluntary commitment to be carbon neutral by 2025, this would be considered added value.

When it has been established that Social Value considerations should apply to a contract, the project lead officer should begin by thinking about the broad strategic themes that apply to it. From here relevant and proportionate outcomes should be identified that the procurement could contribute towards, and these should be embedded in the tender as questions. Examples of such questions are attached as **Annex B**.

For example, under the broad theme of 'promoting local employment' a relevant outcome might be more local people in employment. A practical question relating to this outcome is the number of local employees hired on a contract. In this example the standardised definition of 'local' will need to be used as indicated in **Annex A**.

Flexibility and discretion is needed to be able to consider Social Value in a proportionate and transparent way with a focus on achieving positive outcomes without creating barriers for suppliers. Therefore, all decisions around weighting and indicators should be made on a case by case basis with support from the procurement team.

MONITORING AND EVALUATION

This guidance is applicable to all Towns Fund projects in order to report on the Social Value/Local Spend offer the Towns Fund Programme has been able to deliver.

The PMO, with the support of the Community Benefits Co-ordinator, will support projects in the inclusion of Social Value/Local spend during the procurement stages as well as ongoing monitoring.

Third parties (such as suppliers) will be monitored as part of ongoing contract management by service areas on the delivery of the Social Value commitments that they have made to the project. These commitments will be set out as key performance indicators agreed with the successful contractor/supplier. Any challenges forecast in the delivery of these commitments will initially be subject to discussion between the project and the suppliers to see if there are any measures that can be put in place to aid the realisation of the agreed commitments. It may be necessary in some instances to review the Social Value agreed outcome and amend to a suitable alternative.

Sandwell Towns Fund Partnership will work closely with partners to further build upon our Social Value offer and refine the metrics used to measure outcomes. This is a learning process for all parties and regular review of the Social Value methodology will be undertaken to ensure fit for purpose.

IN SUMMARY

1. Social value is 'Added Value or 'Additionality' that would not have occurred without the inclusion of social value is included as part of the tender evaluation criteria. Model evaluation questions are included in **Appendix B** as guidance.
2. It would usually be the case that social value and local spend will be attributed to a minimum of 10% of the evaluation criteria in a tender process (if applicable). In exceptional circumstances a higher weighting may be used.
3. Where appropriate Social Value outcomes are to be published in the tender documentation, included as contract KPI's and be reviewed as part of the contract management process. SMBC Community Benefits Coordinator (Karen Richards) is available to support projects through this process.
4. Where applicable, Towns Fund projects are requiring to consider the Social Value/Local Spend as per the following priority :

Priority 1 Sandwell,
Priority 2 Birmingham & Black Country,
Priority 3 Other West Midlands Combined Authority Areas
5. Projects are required to include details of procurement undertaken as part of quarterly claims process, providing details of contract value, priority area of supplier and the rationale if supplier is not Sandwell/Black Country based.
6. PMO will collate procurement information to present a breakdown of social value/local spend information annually to the Towns Fund Boards.
7. As per DLUHC Assurance Framework, procurement is subject to scrutiny by DLUHC as part of the 6 monthly Monitoring & Evaluation returns and will be selected on a random sampling basis.
8. All projects to refer to [SMBC Social Value Act Guidance](#) and Local Spend definition (Annex A)

ANNEX A - SUPPORTING LOCAL SUPPLIERS [\(Local supplier definition\)](#)

At Sandwell we are committed to supporting local suppliers wherever possible whilst retaining the Value for Money/Return On Investment approach.

To drive more spend locally, we have made the inclusion of Sandwell of WMCAA suppliers a requirement for all procurement whenever possible.

Below you will find an interpretation of what a local supplier is and the Councils/LEP that make up the WMCAA.

What is a Local Supplier?

A supplier is considered "Local" where the organisation's operations are carried out within Sandwell or the WMCAA. This can be local suppliers or national employers with workers in the region.

The following Councils make up the West Midlands Combined Authority Area (WMCAA): -

- Sandwell Metropolitan Borough Council
- Birmingham City Council
- City of Wolverhampton Council
- Dudley Metropolitan Borough Council
- Walsall Council
- Coventry City Council
- Solihull Metropolitan Borough Council
- Cannock Chase District Council
- North Warwickshire Borough Council
- Nuneaton and Bedworth Borough Council
- Redditch Borough Council
- Rugby Borough Council
- Shropshire Council
- Stratford-on-Avon District Council
- Tamworth Borough Council
- Telford and Wrekin Council
- Warwickshire County Council

Where applicable, Towns Fund Projects are required to consider Social Value/local spend in priority order as highlighted below. The PMO will collate procurement activity undertaken by projects and provide a breakdown of spend within the following priorities for each town:

Priority 1: Sandwell

Priority 2: Birmingham & Black Country

Priority 3: Other West Midlands Combined Authority Area

Please note SMBC Projects are responsible for following Contract Procedure Rules, key sections as follows:

1. Make use of existing Council contracts and internal suppliers where available.
2. Where bids are evaluated on price and quality, the quality element of the Award Criteria must not exceed 40%, Social Value should account for 5%-30% of this as per Public Services (Social Value) Act Guidance Document (unless the requirement has been included within the specification).
3. Undertake procurement activity for all requirements below £100,000.
4. Where an internal service can provide the goods or service, this must be used in the first instance.
5. Where the Council has corporately procured a contract or framework agreement, these contracts should be used as the Council will be obtaining value for money by procuring corporately. The requirements of these rules will have been addressed, value for money ensured, and standard terms and conditions used.
6. Subject to any pre-existing exclusivity arrangements which oblige the Council to use a pre-existing contract, where the appropriate Chief Officer (in consultation with the Head of Procurement) considers that there are specific advantages to be obtained by negotiating a separate contract for corporately procured goods or services, then written approval must be sought from the Head of Procurement and retained on the appropriate contract file.
7. Failure to use existing corporately procured contracts where available can be viewed as a disciplinary offence unless approval is given as per paragraph 6 above.
8. Where there are no internal suppliers or existing contracts in place, officers must follow the procedures set out in the Contract Procedure Rules to identify external suppliers.

Advertising Procurement Thresholds

Estimated value of goods, services, or works (Including Aggregation)	Minimum number of bid/s required	Method of obtaining bids	Responsibility for obtaining bids	Written Records required
£0-£500	No bids required	n/a	n/a	Evidence of payment

<p>£500-£10,000 To be treated as a one-off non-recurring requirement</p>	<p>At least One quotation using a Sandwell supplier or if not available, a supplier from the West Midlands Combined Authority Area wherever possible.</p>	<p>All spend over £500 must be procured using the In-Tend portal. The Purchasing Card may be used in line with the Purchasing Card policy.</p>	<p>Project Leads/ purchaser must ensure value for money is being obtained</p>	<p>In-Tend online record, Invitation to Quote, specification documents, quotations, and communications from suppliers</p>
<p>£10,000-£100,000</p>	<p>Three quotations to be obtained with at least one supplier from Sandwell or if not available, a supplier from the West Midlands Combined Authority Area</p>	<p>All spend over £500 must be procured using the In-Tend portal. Spend over £25,000 to be published on Contracts Finder Specification and selection/award criteria to be included in the invitation to quote (Rule 11)</p>	<p>Project Lead/ purchaser must ensure value for money is being obtained (excluding Social Care and Public Health Requirements)</p>	<p>In-Tend online record, Invitation to Quote, specification documents, quotations, and communications from suppliers</p>
<p>£100,001 and above</p>	<p>Three tenders to be obtained in all instances. At least one bid should be from a Sandwell Supplier or if not available, the West Midlands Combined Authority Area</p>	<p>All spend over £500 must be procured using the In-Tend portal. Spend over £25,000 to be published on Contracts Finder and FTS when applicable Specification and selection/award criteria to be included in the invitation to quote (Rule 11)</p>	<p>Procurement Officer</p>	<p>In-Tend online record, Invitation to Tender, tender schedules, bids and communications from suppliers Estimated value of goods, services, or works (Including Aggregation) Minimum number of bid/s required Method of obtaining bids Responsibility for obtaining bids Written Records required</p>

ANNEX B

Outcomes	Social Value Indicator	Suggested questions to be included in specification	Indicator
<p>6 50 25</p> <p>Creating more jobs with specific focus on hard-to-reach groups) and improving existing jobs</p>	<p>Creating Jobs for Hard-to-Reach Groups Direct jobs created across hard-to-reach groups (persons with physical and learning disabilities, the homeless, NEETs, long-term unemployed, over 55s with a pre-existing health condition, ex-offenders, veterans, care leavers)</p>	<p>1) How many jobs has your organisation created in the last year for long-term unemployed people?</p> <p>2) How many jobs will you create, as part of the contract, for long-term unemployed residents of Sandwell?</p>	<p>Number of employees (FTE) taken on who are long term unemployed (unemployed for a year or longer)</p>
		<p>3) How many jobs has your organisation created in the last year for the following hard-to-reach groups (delete as appropriate: BAME/Homeless/Ex-offenders/NEETS)?</p> <p>4) How many jobs will you create as part of the contract for hard-to-reach groups resident in Sandwell (delete as appropriate: BAME/Homeless/Ex-offenders/NEETS)?</p>	<p>Number of employees (FTE) taken on from hard-to-reach groups (delete as appropriate: BAME/Homeless/Ex-offenders/NEETS)</p>
	<p>Ensuring Local² People are in Employment Number of local people in sustainable employment (twelve months or more or if not applicable for the duration of contract)</p>	<p>5) What percentage of your current workforce are local residents?</p> <p>6) What percentage of the workforce which will work on the contract will be local residents?</p>	<p>Percentage of Sandwell residents employed on contract (FTE)</p>
	<p>Employment Support Activities Activities to support people back into the workplace or into better work?</p>	<p>7) What types of activities do you currently provide to support unemployed people into work?</p> <p>8) What types of activities will you provide, as part of the contract, to support unemployed Sandwell residents into work?</p> <p>9) How many hours will be dedicated to supporting unemployed Sandwell residents into work as part of the contract?</p>	<p>Number of hours dedicated to supporting unemployed Sandwell residents into work</p>

² Local refers to the Sandwell in first instance, please indicate separately for Birmingham & Black Country, West Midlands, National

ANNEX B

Outcomes	Social Value Indicator	Suggested questions to be included in specification	Indicator
Page 26	Apprenticeship Opportunities Creation of Apprenticeships	10) How many apprenticeships has your organisation created in the last year? 11) How many apprenticeships will you create and complete as part of the contract?	Number of apprenticeships on the contract that have either been completed during the year, or that will be supported by the organisation to completion in the following years
		12) How many weeks of apprenticeships have you created and supported in the last year? 13) How many weeks of apprenticeships for Sandwell residents will you create and support as part of the contract?	Number of weeks of apprenticeships created during the year
	Improving the Quality of Existing Employment Practices Ensuring that both the direct workforce and contractors are employed in fair, democratic, inclusive, and flexible workplaces	14) Sandwell MBC is committed to the delivery of high-quality public services, and recognises that this is critically dependent on a workforce that is: <ul style="list-style-type: none"> • well-rewarded, • well-motivated, • well-led, • has access to appropriate opportunities for training and skills development, are diverse and is engaged in decision making. <p>These factors are also important for workforce recruitment and retention, and thus continuity of service. Sandwell Metropolitan Borough Council is adopting fair work practices, which include:</p> <ul style="list-style-type: none"> • A fair and equal pay policy that includes a commitment to supporting the Living Wage, including, for example being a Living Wage Accredited Employer. 	% employees receiving the Real Living Wage ³ Employee survey data- % employee engagement score

³ The real living wage as established by the Living Wage Foundation.

ANNEX B

Outcomes	Social Value Indicator	Suggested questions to be included in specification	Indicator
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 27</p>		<ul style="list-style-type: none"> • Clear managerial responsibility to nurture talent and help individuals fulfil their potential, including for example, a strong commitment to Modern Apprenticeships and the development of a young workforce. • Promoting equality of opportunity and developing a workforce which reflects the population in terms of characteristics such as age, gender, religion or belief, race, sexual orientation, and disability. • Support for learning and development. • Stability of employment and hours of work, and avoiding exploitative employment practices, including for example no inappropriate use of zero-hours contracts. • Flexible working (including for example practices such as flextime and career breaks) and support for family friendly working and wider work life balance • Support progressive workforce engagement, for example Trade Union recognition and representation where possible, otherwise alternative arrangements to give staff an effective voice. <p>To ensure the highest standards of service quality in this contract we expect contractors to take a similarly positive approach to fair work practices as part of a fair and equitable employment and reward package. Please describe how you will commit to fair work practices for workers (including any agency or sub-contractor workers) engaged in the delivery of this contract.</p>	

ANNEX B

Outcomes	Social Value Indicator	Suggested questions to be included in specification	Indicator
<p>Page 28</p> <p>Improve skills in Sandwell area</p>	<p>Training Opportunities Creation of training and upskilling opportunities for direct workforce</p>	<p>15) What types of training opportunities do you currently provide for your employees? 16) What types of training opportunities will you provide for your employees as part of the contract? 17) How many weeks of training opportunities will you provide for your employees as part of the contract?</p>	<p>Number of weeks of training opportunities on contract that have either been completed during the year, or that will be supported by the organisation to completion in the following years - Level 2,3, or 4+</p> <p>Number of employees upskilled (NVQ 2/3/4)</p>
	<p>Work Experience Work Experience opportunities created as part of contract</p>	<p>18) What types of activities do you currently undertake around schoolwork experience placements? 19) What types of activities will you provide as part of the contract around schoolwork experience placements for Sandwell residents? 20) How many schools, work experience placements will be provided as part of the contract for Sandwell residents? 21) How many undergraduate project placements per year will you offer to Sandwell residents? 22) How many graduate internships per year will you offer for graduates living in Sandwell?</p>	<p>Number of school work experience placements</p> <p>Number of undergraduate project placements per year offered to Sandwell residents.</p> <p>Number of graduate internships per year offered to graduates</p>
<p>Diversified local business base and supply chains</p>	<p>Diversity of Spend Amount spent with diverse supply chain organisations (local organisations, VCS, SMEs, Co-operatives etc.)</p>	<p>23) How many of your supply chain providers will be provided by Sandwell businesses %/£?</p>	<p>Total amount (£) spent in Sandwell supply chain through the contract</p>
	<p>Building Capacity of co-operative and Voluntary Sector Support provided to strengthen the co-operative and voluntary sector as part of the contract</p>	<p>24) What opportunities will you provide as part of the contract for the co-operative and voluntary sector organisations?</p>	<p>Number of hours of expert business advice (HR, financial, legal, HSE)</p>

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West Bromwich Town Deal Board 21 February 2022

Subject:	Project Reporting
Contact Officer:	Rina Rahim, Towns Fund Programme Manager

1. Purpose of the Report

- 1.1. To receive an update on project progress and monitoring information for the period of October to December 2022.

2. Background and Main Considerations

- 2.1. As West Bromwich, Smethwick and Rowley Regis enter Phase 3 – Delivery, monitoring will be a key aspect to ensure the Accountable Body and DLUHC track progress of the fund and the projects it is delivering.
- 2.2. The projects submitted the first set of claims up until September 2022 which were collated and submitted to DLUHC in December 2022. These are currently being processed by DLUHC who may undertake further assurance checks prior to being formally approved.
- 2.3. To ensure the Accountable Body and Town Deal Boards receive reporting on a regular basis to monitor project progress, expenditure and risks, it is a requirement set by the Programme Management Office that West Bromwich, Smethwick and Rowley Regis project leads must submit Monitoring, Evaluation and Claim Returns on a quarterly basis, as a minimum.
- 2.4. Following the Quarter 2 submission, all projects have submitted monitoring returns for the period covering October to December 2022. Financial forecasts from these claims have been reported to Cabinet to inform the spend position and potential carry forward to next financial year.
- 2.5. The monitoring returns have been processed and detailed project progress is reported as Agenda item number 6. Board members are invited to consider the detailed project updated as per Item 7 on the Agenda. Brief summary to date is as follows:
 - The overall Town spend for 2022/23 is forecasted to be in the sum of £9,561,787 resulting in a carry forward of £5,780,925 (38% slippage)
 - No change requests required this quarter.
 - Where applicable, projects are required to forecast and monitor footfall over the lifetime of the programme.
 - **Digital Den** - financial drawdown complete, project in now monitoring outputs and matchfunding

- **Sandwell Mechanical Engineering Centre** – project is on target to spend by the end of March 23.
- **Town Hall Quarter** – contractor has indicated a start date of May 2023. Preliminary works continue to bring the costs within the Towns Fund allocation.
- **Retail Diversification Project** – negotiations ongoing to acquire key sites.
- **Urban Greening** – Phase 1 complete with site visit planned for Board members.

2.6. DLUHC have indicated that the 23/24 funds will be allocated in three stages being either April, June or October depending on risk rating. Further details to follow regarding the risk rated by DLUHC on individual projects.

2.7. As discussed at the November Town Deal Board meeting, projects have been updating their consultation plans and a forward plan has been created to support marketing and promoting projects. A site visit forward plan is being developed to support updating the projects amongst Board members. All forward plans details are presented as Item 8 on the Agenda.

Appendices

West Bromwich Town Deal Reporting October to December 2022

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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