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Telford & Wrekin
C O U N C I L

Addenbrooke House Ironmasters Way Telford TF3 4NT

CABINET

Date Thursday, 8 October 2020

Time 10.00 am

Venue Remote Meeting

Enquiries Regarding this Agenda

Democratic Services	Stacey Worthington	01952 384382
Media Enquiries	Corporate Communications	01952 382406
Lead Officer	David Sidaway, Chief Executive	01952 380130

Cabinet Members:

Councillor S Davies	Leader
Councillor R A Overton	Deputy Leader and Cabinet Member for Enforcement, Community Safety and Customer Services
Councillor A J Burford	Cabinet Member for Health & Social Care
Councillor E M Callear	Cabinet Member for Leisure, Libraries and Culture
Councillor L D Carter	Cabinet Member for Neighbourhood, Commercial Services and Regeneration
Councillor R C Evans	Cabinet Member for Council Finance and Governance
Councillor C Healy	Cabinet Member for Visitor Economy, Historic & Natural Environment and Climate Change
Councillor S A W Reynolds	Cabinet Member for Children, Young People, Education and Lifelong Learning
Councillor P Watling	Cabinet Member for Cooperative Communities, Engagement and Partnerships
Councillor D Wright	Cabinet Member for Economy, Housing, Transport and Infrastructure

Invitees:

Councillor A J Eade	Conservative
Councillor W L Tomlinson	Liberal Democrats

AGENDA

1. **Apologies for Absence**

2. **Declarations of Interest**

3. **Minutes of the Previous Meeting**

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	4.	Leader's Announcements		
Key	5.	Council Plan	Cllr S Davies	To Follow
	6.	Reducing Single Use Plastics in Telford & Wrekin	Cllr C Healy	9 – 28
	7.	Referred Council Motion To consider the following motion referred from the meeting of Full Council on 16 July 2020:- ‘This Council resolves for all political groups to join together to develop a community “ <i>Think Green Think Local</i> ” strategy for the Borough’	Cllr C Healy Cllr D Wright	
Key	8.	Procurement Update	Cllr R C Evans	29 - 36

FILMING, RECORDING & PHOTOGRAPHY

The Council supports the principle of transparency and encourages filming, recording and taking photographs at its meetings that are open to the public. It also welcomes the use of social networking websites (such as Twitter and Facebook) and micro-blogging to communicate with people about what is happening, as it happens.

There is no requirement to notify the Council in advance, but it should be noted that the Chairman of the meeting will have absolute discretion to terminate or suspend any of these activities if, in their opinion, continuing to do so would prejudice proceedings at the meeting. Full details of the Council’s protocol on audio/visual recording and photography at meetings can be accessed via the following link:

http://www.telford.gov.uk/info/20243/council_meetings/365/filming_photography_recording_and_use_of_social_networking_at_meetings

CABINET

Minutes of a meeting of the Cabinet held on Thursday, 24 September 2020 at 10.00 am in Remote Meeting

PUBLISHED ON WEDNESDAY, 30 SEPTEMBER 2020

(DEADLINE FOR CALL-IN: MONDAY, 5 OCTOBER 2020)

Present: Councillors S Davies (Chair), R A Overton (Vice-Chair), A J Burford, E M Callear, L D Carter, R C Evans, C Healy, S A W Reynolds, P Watling and D Wright.

Also Present: Cllr A J Eade (Conservative Group Leader) and Cllr W L Tomlinson (Liberal Democrats / Independent Group Leader)

CAB-16 Declarations of Interest

None.

CAB-17 Minutes of the Previous Meeting

RESOLVED – that the minutes of the meeting held on 15 July 2020 be confirmed and signed by the Chair.

CAB-18 Leader's Announcements

The Leader thanked the community for working with the Council to help to keep the number of cases of COVID-19 down as cases numbers rose across the region and nation. It was noted that case numbers in the Borough were lower than the national average. The lease at the test centre in Ironbridge had been extended with Deloitte. The second site within the Borough would be announced shortly. The Council had done its utmost to support the national effort against COVID-19.

CAB-19 Issues & Options Consultation (review of Telford & Wrekin Local Plan)

Key Decision identified as **Issues & Options Consultation (Review of Telford & Wrekin Local Plan)** in the Notice of Key Decisions published on 13 August 2020.

The Cabinet Member for the Economy, Housing, Transport & Infrastructure presented the report of the Director: Housing, Employment & Infrastructure.

The Council was required to review its Local Plan regularly. That review had to plan for the Borough's future development needs, which needed to address current social and economic challenges and planning for the next

phase of growth of the Borough. The review of the Telford & Wrekin Local Plan (TWLP) was central to ensuring that growth continued to be delivered in a sustainable and measured way that benefited the environment, communities and the economy of the Borough.

This review of the Local Plan provided the Council with a means of proactively addressing the economic challenges it faced, providing opportunities to support a swifter economic recovery and develop stronger, more resilient communities. It was also a key means to support the delivery of the Council's commitment to address Climate Change.

Cabinet Members discussed the importance of local democracy in the planning process in light of the Government's proposed changes to the planning system. The proposals were welcomed by Cabinet Members and noted that proactivity and public engagement would be key. In response to a question from the Conservative Group Leader, the Leader restated the Council's commitment to investment in environmental projects, noting the Administration's previous investments.

RESOLVED –

(a) that the content of the report and the appendices be noted

(b) That delegated authority be granted to the Director Housing, Employment & Infrastructure (and any other officer authorised in writing by this postholder) to exercise all the Council's powers (besides those which are non-executive powers) under the relevant provisions of the Planning and Compulsory Purchase Act 2004 and of the Town and Country Planning (Local Planning) (England) Regulations 2012 and all other enabling legislation, relating to preparation, publication, consultation and processing, to progress the delivery of the Local Plan Review.

(c) That delegated authority be granted to the Director: Housing Employment & Infrastructure, Housing and Communities (and any other officer authorised in writing by this postholder) to exercise the Council's powers relating to its duty to cooperate in relation to the planning of sustainable development as set out in Section 33A Planning and Compulsory Purchase Act 2004 and any other associated legislation and guidance.

(d) That delegated authority be granted to the Director: Housing Employment & Infrastructure, Housing and Communities (and any other officer authorised in writing by this postholder) to enter into formal arrangements with any person or body referred to or prescribed in accordance with Section 33A Planning and Compulsory Purchase Act 2004 and any other associated legislation and guidance and authorise the Lead Cabinet Member for Economy, Housing, Transport and Infrastructure also to sign and confirm the Council's agreement to those formal arrangements if required.

CAB-20 LGA Recovery & Renewal Panel

Non-Key Decision

The Leader presented the report of the Chief Executive.

In July 2020, the Council participated in the Local Government Association's (LGA) Response & Recovery Peer Review, with the purpose of this Panel to explore the Council's response to the pandemic and understand how it was planning for and driving recovery with the objective of identifying best practice to share with other authorities and to offer challenge to the Authorities approach.

The LGA produced a brief report which, although there was no overall grade or assessment, was positive and highlighted the strength of the Council's response; it stated "there has been impressive delivery by the council, both independently and with and through others, and it is making a difference." The LGA also highlighted successes in the Council's communications, leadership, and partnership work.

Members of the Cabinet welcomed the report and the very positive feedback from the Council's peers in the LGA. Cabinet Members were keen to express their gratitude to the Council's officers, partners, and volunteers for the hard work they had undertaken during the pandemic. Members discussed the need for greater support from the Government as the pandemic entered a second wave.

RESOLVED – that the LGA Response & Recovery Panel report that highlighted the strength of the Council's response to the pandemic and its ambition to drive and support recovery be endorsed.

CAB-21 Learning Disabilities Day Opportunities Recovery Model

Members received the presentation of the Director: Adult Social Care.

Prior to lockdown, the Council had begun a process of engagement to shape the future of its services and to assess different ways to help those with learning disabilities gain greater independence, which had been followed by a formal consultation on the Learning Disabilities Strategy over the summer of 2020. Wider engagement on the future of support for those with learning disabilities would be relaunched on 30 September 2020 with details available on the Council's website.

During the COVID-19 lockdown, services had changed dramatically, with all day services suspended in March 2020. Regular contact with individuals had been maintained throughout the period using remote methods, while those most in need had received direct care. There had been a period of adaptation for staff and service users in the move to online support, meeting, activities and activity pack distribution.

Some individuals had thrived under the new arrangements as they had found new opportunities within their communities although for others it had been more difficult. The Council was keen to be able to offer day centre opportunities again, to provide for those users for whom remote contact had been difficult and to provide respite for carers. It was important for the Council to look at individuals and their needs and not to act with a standard response.

Cabinet Members again offered their gratitude to frontline staff in the Borough.

CAB-22 Exclusion of the Press and Public

It was recommended that the press and public be excluded from the meeting for the remaining item of business on the grounds that it may involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

RESOLVED – that the press and public be excluded from the meeting for the remaining item of business on the grounds that it may involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Whilst Cabinet awaited confirmation that the live stream had been terminated a five-minute adjournment was recommended.

RESOLVED – that the meeting be adjourned for five minutes.

CAB-23 West Stand - AFC Telford UTD

The Leader presented the report of the Director: Prosperity & Investment. The report outlined the circumstances around the surrender of a Lease by the current tenant of the West Stand and the proposal to grant a new lease of both the West Stand and the Stadium to AFC Telford Utd.

Members welcomed the report, which simplified the arrangements around the stadium.

RESOLVED -

- (a) That the decisions taken as part of the Strong Leader Decision as detailed in Appendix 1 to this report (which is exempt from publication under paragraph 3, part 1, schedule 12A of the Local Government Act 1972) be endorsed.
- (b) That the decision in relation to the surrender of the two separate leasehold interests held in the Stadium and West Stand be endorsed.

(c) That the decision to grant a new lease of the Stadium (including the West Stand) to AFC Telford Utd on terms as set out in para 4.9 of attached report be endorsed.

The meeting ended at 11.00 am

Signed for the purposes of the Decision Notices

Anthea Lowe
Associate Director: Policy & Governance
Date: **Wednesday, 30 SEPTEMBER 2020**

Signed

Date: Thursday, 8 October 2020

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TELFORD & WREKIN COUNCIL

CABINET: 8th October 2020

REDUCING SINGLE-USE PLASTIC IN TELFORD & WREKIN UPDATE REPORT

REPORT OF: DIRECTOR: COMMUNITIES, CUSTOMER & COMMERCIAL SERVICES

LEAD CABINET MEMBER: COUNCILLOR CAROLYN HEALY, CABINET MEMBER FOR VISITOR ECONOMY, HISTORIC & NATURAL ENVIRONMENT AND CLIMATE CHANGE

PART A) – SUMMARY REPORT

1 SUMMARY OF MAIN PROPOSALS

- 1.1 This report provides an update on progress made to date in fulfilling the Council's commitment to phase out single-use plastics by 2023. The last Plastic Free Telford Wrekin (PFTW) update was presented to Cabinet on 12 September 2019.
- 1.2 The Council has made a commitment to:
 - Remove single-use plastics from the Council's operations and activities, replacing them with sustainable alternatives by 2023;
 - Continue to support national plastic free campaigns such as Refill;
 - Develop an action plan that sets out how the Council will reduce its own use of single-use plastic, and how the Council will encourage and promote plastic free initiatives borough wide;
 - Establish a community group to help achieve our aspiration for the borough to become a certified Plastic Free Community;
 - Report back to Council with a report on progress.
- 1.3 The report sets out progress and achievements to date, including national recognition received by our Catering and Cleaning teams who received the Association for Public Service Excellence (APSE) Green Innovation Award in January 2020. Section 4.2.3 of this report sets out further detail of the improvements made by Catering, Cleaning and a range of other services across the Council.
- 1.4 Progress has also been made towards achieving plastic free status for the Borough. A Telford & Wrekin Plastic Free Community Taskforce has been set up with representatives from schools, universities, businesses, community groups, employers and Town & Parish Councils. In January 2020, Hollinswood Primary School and Nursery, a member of the Taskforce, was the first school in Telford & Wrekin and Shropshire to achieve Plastic Free School status. To encourage more schools to get involved in reducing single-use plastic, we are working in partnership with the British Ironwork Centre, who created the Knife Angel that came to Telford

in March 2019, on an innovative new project to create an educational Schools' Ocean Trail of thirty fish sculptures that will be decorated to highlight the impact that single-use plastics and climate change are having on the environment.

- 1.5 Moving forward, it is proposed to incorporate the planned future actions to address the issue of single-use plastics set out in Appendix 1 of this report into the Council's wider Climate Change Becoming Carbon Neutral Action Plan due to the direct link between the production of plastics and climate change. Progress against these actions will next be reported in February 2022.

2 RECOMMENDATIONS

- 2.1 That Cabinet notes progress to date with removing single-use plastics from the Council's operations and activities and replacing them with sustainable alternatives as identified in Appendix 1 and approves the proposed new actions focussing on the leadership and engagement with the Community to work towards Telford and Wrekin's Plastic Free Borough status.
- 2.2 That Cabinet approves the reporting of Single-use Plastics in Telford & Wrekin as part of the Climate Change Becoming Carbon Neutral Action Plan which will be reported to Cabinet in February 2022.

3 SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Co-Operative Council priority objective(s)?	
	Yes	<i>This initiative will contribute to the following community priorities:</i> <ul style="list-style-type: none"> <i>Our environment is protected and the Council and has a leading role in addressing the Climate Emergency.</i>
	Will the proposals impact on specific groups of people?	
	No	
TARGET COMPLETION/ DELIVERY DATE	<i>April 2023.</i>	
FINANCIAL/ VALUE FOR MONEY IMPACT	Yes	<i>The financial implications arising from the action plan at Appendix 1 of this report are mainly in the form of officer time which will be met from within existing resources. Costs incurred for marketing materials in relation to communication campaigns will be met from existing budgets or the capacity funding previously allocated, of which there is £14.6k remaining. The Greener Living Fair Event will be funded from the events budget should it go ahead in 2021.</i> <i>MLB 10.09.20</i>

LEGAL ISSUES	Yes	<i>There are no legal issues arising out of this report. PM 21.08.20</i>
ENVIRONMENTAL IMPACT	Yes	<i>The aim of this initiative is to have a positive environmental impact by reducing single-use plastic within the Council and across the Borough. A key priority will be to focus more towards obtaining a Plastic Free accreditation for both Telford & Wrekin towns and a Borough-wide status. The action plan in Appendix 1 also includes specific measures that we will use to show the impact of action taken.</i>
OTHER IMPACTS, RISKS & OPPORTUNITIES	No	<i>Local businesses, organisations and residents are major stakeholders and need to be engaged effectively in the development and delivery of this campaign. In addition, this engagement will provide an opportunity for the Council to learn from innovative solutions that other local organisations have already developed and implemented.</i>
IMPACT ON SPECIFIC WARDS	No	<i>Borough-wide impact</i>

PART B) – ADDITIONAL INFORMATION

4 INFORMATION

4.1 Background

- 4.1.1 The UK Government published its 25 Year Environment Plan in January 2018, which includes a target of “achieving zero avoidable plastic waste by the end of 2042”. DEFRA’s new waste and resources strategy 2018/19 also sets out a number of plastic waste reduction reforms to help the Government achieve its ambitious plans for a greener future. This includes proposals for further financial incentives to change consumer habits and greater responsibilities for retailers and manufacturers.
- 4.1.2 Single-use plastics can include any disposable plastic item which is designed to be used only once e.g. plastic bags, disposable utensils, wet wipes, razor blades, food wrappers and plastic lids. Plastic waste is one of the greatest environmental challenges facing the world today. The UK estimates that there are currently more than 150 million tonnes of plastic in the world’s oceans, and 100,000 sea mammals and one million birds die from eating or becoming tangled in plastic waste each year. 320,000,000 tonnes of plastic were generated globally in 2016. This is set to double by 2034. (sas.org.uk)
- 4.1.3 Plastics, which do not biodegrade but photodegrade (meaning they slowly breakdown into smaller fragments) are known as microplastics. During the

breakdown the toxic chemicals used in their formation are released into the environment. These pass into water supplies, rivers, seas and through farmland, where they are absorbed by plants and animals, and thus enter the food chain which includes the human food chain.

“Microplastic pollution may be largely invisible, but it’s having a potentially devastating effect on our natural environment – especially as it can be mistaken for food by some of our smallest ocean creatures, which are then eaten by bigger creatures as part of the food chain. Ministers are right to be concerned about the impact of bags, straw and single-use coffee cups on our environment, but we mustn’t ignore the threat from tiny bits of plastic too” (Friends of the Earth 22 Nov 2018)

- 4.1.4 Although the benefits of plastic are undeniable, the global ability to cope with plastic waste is already overwhelmed. As well as increasing levels of public interest in plastics, there has been much national and local government recognition.

WRAP Plastics Market Situation Report 2019¹. The not-for-profit-organisation, the Waste and Resources Action Programme (WRAP) produced an updated Plastics Market Situation Report in October 2019. This report provides in-depth information on economic, market and regulatory trends affecting the capture and recycling of plastics in the UK.

- 4.1.5 Conservationists have warned that the coronavirus pandemic could spark a surge in ocean pollution after finding disposable masks floating like jellyfish and waterlogged latex gloves scattered across sea-beds. New mandatory rules require people to wear face coverings when visiting shops and other locations and it has been reported that if every person in the UK wore a single-use plastic facemask every day for a year, it could create 66,000 tonnes of contaminated waste and 57,000 tonnes of plastic packaging together making up a huge 123,000 tonnes in total (Business Green – July 2020). Worldwide this parallels to 194 billion disposable face masks and gloves being used every month, according to a report in the Environmental Science and Technology journal, and will take up to 450 years to fully break down if they end up in the sea.
- 4.1.6 Images of popular UK beauty spots devastated by plastic pollution have become the norm and since lockdown has been lifted there has been a visible increase in plastic pollution and we have already seen a growth in Personal Protective Equipment litter in the borough putting pressure on our waste and recycling systems to cope with the sheer volume of material needing to be dealt with.
- 4.1.7 There are a growing number of villages, towns and cities that have reduced the use of avoidable single-use plastics in their community and have been recognised as plastic free communities by Surfers against Sewage (www.sas.org.uk). Becoming a plastic free community is not about removing all plastic; it is very much focused on avoidable single-use plastics. Newport was awarded Plastic Free Community status by Surfers Against Sewage in September 2019 and Hollinswood Primary School & Nursery became the First Plastic Free-School in Shropshire in January 2020.

¹ <http://www.wrap.org.uk/plastics-market-situation-report-2019>

- 4.1.8 The Council recognises that it should be leading the way, in educating the public, encouraging our staff to take action and providing an example of what can be achieved in replacing single-use plastics with more sustainable alternatives. Our strategy is divided into two main parts:
- Single-Use Plastic Free Council;
 - Single-Use Plastic Free Community.

4.2 Single-Use Plastic Free Council

- 4.2.1 The commitment to removing single-use plastics from the Council's operations and activities and replacing them with sustainable alternatives by 2023 encompasses a range of activities and products. It requires participation by a wide number of teams and services to ensure it is achieved. A cross Council group of officers continues to meet and includes representation from:

- Catering
- Cleaning
- Communications
- Community Support
- Facilities Management
- ICT
- Neighbourhood Services : Waste & Recycling
- Procurement

- 4.2.2 The Council officers group will continue to engage with the Environment Scrutiny Committee and welcomes their continued involvement in the Plastic Free and Climate Change Agenda within the Borough.

- 4.2.3 In addition to the progress reported in September 2019, work on this agenda over the last year has delivered further change in our internal activities and beyond. The Council has continued to reduce and remove single-use plastics from its operations and activities, as set out in Appendix 1. Achievements include:

- The Association for Public Service Excellence National Innovation (Facilities Management) Green Innovation Award was received in January 2020 by our Catering and Cleaning Teams. Both teams have been doing much to reduce their environmental impact including:
 - **Catering Team:** 'Bronze Food for Life Award' – a food standards award which also includes supporting a sustainable approach to serving school meals.
 - Initiatives undertaken include returning recyclable packaging back to suppliers and the use of fully compostable plant-based disposables.
 - Reduced the use of Clingfilm, plastic pots and other single-use plastics in our school kitchens.
 - Introduced a large pergal milk machine into Café Go which has reduced the use of single-use plastic by 20 bottles per week.

- Purchased 300 re-useable coffee cups for use in Café Go.
 - Introduced Vegware products into schools. We have recently increased the fully compostable provision allowing schools to comply with Covid-19 safety requirements and deliver hot meals to the children.
 - **Cleaning Team:** 'Green Achievers Award' – initiatives include removing desk bins in corporate buildings to encourage use of recycling stations.
 - Core products now used are the Jangro Enviro Range these are concentrated in 1 litre containers, reducing packaging and storage.
 - Replaced all bin liners with a more sustainable alternative within Council sites and the school sites for which the Council provides a catering and cleaning service. Total amount purchased 43,400 bags.
- Installed a milk vending machine at the Council offices that delivered 1200 litres of milk to staff in 6 weeks (10th February to lockdown).
 - Carried out a waste audit within two main offices (Addenbrooke & Darby House) and removed bins in favour of one bin on each floor reducing the number of general bins and thus liners used. This also has a co-benefit of encouraging people to recycle correctly.
 - Installed water fountains at Wellington Leisure Centre, Newport Leisure Centre, Addenbrooke House, Darby House, Oakengates Leisure Centre, Horsehay Golf Centre, Madeley Ski and Snowboard Centre and Telford Ice Rink to allow re-fills (currently not in operation due to Covid-19 restrictions).
 - Conducted a sample audit of all single-use plastics with a range of Council service areas and replaced plastic stationery purchased through the corporate contract with more sustainable alternatives, for example removed the option to purchase punched/polly pockets and all books and pads containing either glue or plastic.
 - Produced Environmental Guidance for Procurement, inserted questions to tender documents, included requirements to the procurement intentions, the procurement plan and the contracts register to allow for review and monitoring.
 - At all TWC organised events it is a priority to ensure suppliers and the public can reduce and recycle their waste and ensure our events are sustainable models. This will continue to be evidenced at future events by working together with a specialist waste company to reduce, recycle and reuse waste, as piloted at the Festival of Imagination event in Ironbridge in September 2019.
 - The Place Theatre – since September 2019 the theatre bar has reduced its single-use plastic by 85%. Plastic straws have been replaced with a bio-degradable option. Single-use plastic bottles have been replaced with glass bottles or recyclable aluminium cans and reusable, branded cups/glasses have been introduced. Recycling bins are identifiable in the bar area and used by staff and patrons.

4.2.4 Moving forward, the Council will particularly focus on reviewing the use of products purchased that contribute to microplastic pollution including clothing/uniforms, laundry products, skin-care products and wet wipes and raise awareness of car tyre plastic pollution and promote how to make a difference to reduce this.

- 4.2.5 The Council is committed to continue and build upon successes to date and to identify further opportunities for the Updated Action Plan (Appendix 1), to further research what other local authorities are doing and continue to seek employee suggestions.

4.3 Single-Use Plastic Free Community

- 4.3.1 The Council is committed to play a key role in reducing the effects of single-use plastics within the Borough and further afield. As agreed by Cabinet in September 2019, the Council has set up and worked collaboratively with the Plastic Free Taskforce, made up of a wide range of local organisations, to ensure the impact is borough-wide. The Council recognises and welcomes the work that a growing number of local organisations are already doing to address this issue. The current members of the Taskforce are:

- AO
- Harper Adams University
- Hollinswood Primary & Nursery School
- Madeley Town Council
- Oakengates Town Council
- Sustainable Newport
- Telford & Wrekin Council
- Telford Priory School
- Telford Shopping Centre
- The Wrekin Housing Trust
- Transition Telford
- University of Wolverhampton
- Veolia
- Wellington Town Council

- 4.3.2 The Council continues to aspire for Telford and Wrekin to become a recognised, certified Plastic Free Community, in accordance with the Surfer's against Sewage framework (www.sas.org.uk) and is working to evidence that the 5 objectives are being met:

- Local Governance – Telford & Wrekin Council passed a resolution to support plastic-free community status, leads by example to remove single-use plastics from Council premises and also promotes the campaign in the community (achieved in July 2019);
- Local Businesses – a target number of businesses commit to removing at least 3 single-use plastic items (see Paragraph 4.3.7, 4.3.8);
- Community Groups and Organisations – a flagship employer and a range of other community organisations (educational establishments and community groups) support the campaign (see Paragraph 4.3.9);
- Community events – run at least two community events a year to promote reduction of single-use plastics (see Paragraph 4.3.4, 4.3.9, 4.3.10);

- Steering Group – set up a steering group with representatives from across the community (achieved in October 2019), this group will then submit the application for plastic free community status and develop future plans.
- 4.3.3 During its inaugural year the Plastic Free Taskforce agreed a number of priorities to support achieving recognised, certified Plastic Free Community status as detailed in 4.3.2. and delivered achievements to date (see Appendix 1.)
- 4.3.4 Members of the Taskforce, Council staff and community volunteers supported Wellington Town Council with a Refill Action Day on 14 October 2019 and 12 businesses signed up on the day. A further community action day (litter pick plastic free relay event involving Wellington, Madeley and Oakengates Town Councils, along with Telford Town Park and Hollinswood Primary School & Nursery) was planned for 30 March 2020, but unfortunately was not able to go ahead due to the lockdown and Covid-19 restrictions. Further face to face community action days and community education events have been temporarily placed on hold until such time they can be safely rearranged and will form part of the Updated Action Plan (Appendix 1). In the meantime the Taskforce focussed on a virtual campaign and linked in with the rearranged Great British September Clean (September 11th – 27th). Particular focus was given to the plastic waste generated by disposable face masks and gloves. Volunteers were sought internally within the Council, the Climate Change Champions and through the Community Taskforce to highlight the issue, offer alternatives and used social media to share these messages.
- 4.3.5 During the year a number of social media campaigns were carried out including:
- #greenXmas campaign – selfies were created about to how to have a sustainable Christmas, reaching an audience of 297.6k;
 - Single-use Plastic Free February 2020 Challenge - a 10 week challenge to encourage people to commit to making 5 changes to reduce their single-use plastic usage, reaching an audience of 316.4K;
 - World Environment Day 5th June 2020 reaching an audience of 509.6K. We also asked residents to share photos of the borough's wildlife to demonstrate biodiversity and received 502 entries.
- 4.3.6 The Council will create an Environmental Awareness Events calendar that will be added to the Sustainable Telford & Wrekin Website to highlight national and international activities, including Plastic Free July 2021. Specific events will be chosen to promote plastic-free action campaigns via a range of social media platforms which will ultimately feed into the web-page.
- 4.3.7 The Taskforce has added a range of case studies featuring local business, schools, groups and organisations to the [Sustainable Telford & Wrekin](#) website, which was launched in February 2020, to further promote the plastic free agenda and to enable the sharing of ideas, experiences and best practice within the Borough.
- 4.3.8 Over the next year, a priority for the Council and Taskforce will be to develop a Green Guide which will provide practical advice for local businesses and other organisations on how to improve sustainability, including reducing single-use

plastics and their carbon footprint. The Green Guide will be a cross-cutting project between the Climate Change Partnership and Plastic Free Taskforce. A separate project group will be established to enable this project, which will include two volunteers who have come forward from the Plastic Free Taskforce.

- 4.3.9 The Council and the Taskforce will continue to work with the borough towns of Newport, Madeley, Oakengates and Wellington to obtain Town or Parish Plastic Free accreditation. The Taskforce has also approached other borough towns to see if they are also interested in working towards plastic free accreditation, this will contribute to the wider Borough Plastic Free accreditation. The Gorge Parish Council support this in principle and will be making a declaration to be plastic free at their October meeting. Great Dawley Town Council will be also be taking plastic free accreditation forward as an agenda item at their October meeting. The Council and the Taskforce will continue to work with businesses and schools to achieve the Borough status. Representatives of the Taskforce recently attended the Interfaith Council to encourage faith groups to get involved in reducing single-use plastic and further meetings are planned with the Primary and Secondary Schools Forums and local business networks.
- 4.3.10 The Council has just commenced work on a new educational project, in partnership with the British Ironwork Centre. The Council, working with the Taskforce, will enlist the help of primary and secondary school groups, local businesses and volunteers in the project as a way of encouraging these organisations to reduce their usage of single-use plastic and contribute towards achieving plastic free status. The Taskforce will facilitate featuring the educational display at an event during 2021 with the potential of creating a display during Spring/Summer 2021.

5 PREVIOUS MINUTES

- 5.1 Motion for Full Council dated 25 July 2019
5.2 Cabinet report dated 12 September 2019

6 BACKGROUND PAPERS

- 6.1 None

Report prepared by Clare Webb, Climate Change & Sustainability Project Support Officer. Telephone: 01952 388130 Email: clare.webb@telford.gov.uk

APPENDIX 1 – Updated Single-Use Plastic Free Council / Community Action Plan

1.1 Single-Use Plastic Free Council

ACTION	WHO	TIMEFRAME	SUCCESS MEASURE	STATUS	COMMENTS
Replace all bin liners within Council sites and schools (including school kitchens)* with compostable alternatives (*schools where Telford & Wrekin Council provide Cleaning/Catering Service)	Cleaning Services - Group Manager	September 2019	Number of bin liners replaced with a more sustainable alternative	Completed	Sustainable bin liners are being used in all our Council buildings. Catering have purchased 9,400 bags. Cleaning have purchased 34,000 bags.
Waste audit within Addenbrooke & Darby House to measure waste/recycling levels. This will be followed by an internal communication campaign and a bin purge (remove excess bins from floors within Council buildings) to encourage waste reduction and greater use of recycling bins.	Facilities Management - Team Leader	October-December 2019	Increased weight of plastic waste collected for recycling plus a reduction in number of plastic bin liners used	Completed	Bins were removed in favour of one bin on each floor.

<p>Install mains-fed water dispensers in public/reception areas of 7 key buildings to enable visitors and employees to refill and reduce use of plastic water bottles:</p> <ul style="list-style-type: none"> • Darby House • Wellington Civic and Leisure Centre • Oakengates Leisure Centre • Newport Pool • Horsehay Golf Centre • Madeley Ski and Snowboard Centre • Telford Ice Rink 	Facilities Management - Team Leader	November 2019	Usage of water fountains per site (will require sub-meters to be installed)	Completed	Water stations are in situ but currently not in use (water supply switched off) due to Covid-19 restrictions.
<p>Replace plastic stationery purchased through the corporate contract with more sustainable alternatives, such as:</p> <ul style="list-style-type: none"> ▪ Cardboard ring binders ▪ Compostable dividers and document wallets 	Procurement & Commissioning - Procurement Team Leader	December 2019	Reduction in single-use/limited use plastic stationery purchased through corporate contract	Completed	<p>Notebooks have been changed to metal ring binders and we have blocked the purchase of punched/polly pockets; books and pads which contain plastic or glue, as well as cups, lids and stirrers which contain single-use plastic. The number of deliveries to buildings has been reduced significantly.</p> <p>We continue to recycle pens via Hollinswood Primary School Initiative.</p>

Run a pilot deposit scheme for re-usable coffee cups in Café Go and if successful, assess the costs and benefits of rolling out a borough-wide scheme (to be discussed with taskforce)	Catering Services - Group Catering Manager	September 2019	Number of cups being purchased/returned	Completed	Approx 300 cups have been purchased and are in use at Cafe Go. We will continue to use the branded cups at events and within schools.
All Council tender evaluations to include 10% weighting for environmental impact (to include climate change and plastic pollution)	Procurement & Commissioning - Procurement Team Leader	October 2019 and ongoing	Environmental changes recorded in successful bidders' document (now incorporated into contract monitoring documents)	Completed	Website and procurement plan have both been updated. The contracts register will be updated to evidence the detail.
Remove plastic packaging from ICT equipment delivered from hardware suppliers for laptops and mobile phones	ICT Services	January 2020	Reduction in plastic packaging from ICT hardware deliveries (compared to October-December 2019 baseline)	Completed	This has proved difficult to review retrospectively but new environmental guidance has been produced, questions added to tender documents, requirements added to the procurement intentions, the procurement plan and the contracts.

Extend replacement of single-use plastic items implemented in Café Go (straws/milk containers/condiment sachets) to school sites (where the Council provides the Catering Service) – also to cease the use of cling-film across the Catering Service	Catering Services - Group Catering Manager	September 2019	Reduction in single-use plastic used in school kitchens	Completed	Vegware products are now in schools.
Promote the 'single-use plastic challenge' (10-week challenge to encourage people to commit to making 5 changes to reduce their single-use plastic usage)	Corporate Comms - Communications Officer	Pilot with Council employees from 23 October 2019/external launch January 2020	Number of people participating in the challenge	Completed	146 people signed up to the challenge.
Provide an option for Council employees to purchase milk in plastic free containers, delivered to Council Offices	PFTW Project Lead	October 2019	Take-up of offer by Council employees	On hold	Milk Vending machine was installed and successfully used and 1200 litres of milk were delivered from the launch date of 10 th February until lock down (6 weeks in total). Due to Covid-19 restrictions the Milk Vending machine has been removed for now.

Install an outdoor water dispenser in Southwater (as above) and review usage to assess costs and benefits of installing additional dispensers in key outdoor locations e.g. Town Park/Ironbridge/T50 walking route.	biT - Building Services Engineer	April 2020 (tbc with Severn Trent Water)	Usage of water fountain	On hold	Covid-19 restrictions have severely impacted this initiative therefore we will keep it under review.
Plastic-free event trial – with single-use plastics to the furthest extent eliminated by insisting all vendors and suppliers consider their usage of single-use plastic from bottles and receptacles to zip ties and straws. This would mean vendors would need to commit to source glass and aluminium drinks bottles and reusable cups and drinks containers. We will also run a refill scheme (either by hiring mobile fountains or through a standpipe) and will trial a deposit return cup scheme. Waste will be collected by a company that will sort and recycle all event waste.	Culture & Well Being - Arts & Culture Manager	September 2019 (Festival Hub – Dale End Park, Ironbridge)	Reduction in plastic waste collected	On hold	This will continue to be evidenced at future events by working together with a specialist waste company to reduce, recycle and reuse waste, as piloted at the Festival of Imagination event in Ironbridge in September 2019. In 2020 this was due to be much stricter and clearly messaged to all. Since the outbreak of Covid-19 all Council run community events have been cancelled. However, at all future TWC organised events it is a priority to ensure people can recycle and reduce their waste.

Environmental impact to be included in the summary impact assessment section of Cabinet reports to ensure that consideration is given to climate change and the impact of single-use plastics.	SMT - Commercial Services / Business Development & Employment	December 2020	Ongoing review of reports and information provided related to environmental impact.	In progress	Work has been delayed due to the Covid-19 response but is now being revisited.
Encourage staff to bring reusable water bottles into the office via internal communications.	Corporate Comms - Communications Officer	December 2020	Reduction in plastic bottle disposal	New	
Car tyres are a major source of ocean microplastics – promote via internal communications how Fleet Services and staff can help to reduce vehicle tyre plastic pollution.	Corporate Comms - Communications Officer	December 2020	Number of views	New	
Review the use of products purchased that contribute to microplastic pollution within Council service areas to eliminate the purchase of the products.	PFTW Project Lead & Procurement Commissioning Team Leader	December 2021	Review batch analysis	New	

Review single-use plastic used in our Care sector: first aid / medical equipment, disposable aprons, vinyl/latex gloves are not widely recyclable – research and replace with sustainable alternatives where possible.	PFTW / Service Delivery Manager – My Options	February 2022	Review batch analysis	New/on hold	<p>Due to the Covid-19 increase in PPE requirements in the care sector the review is on hold.</p> <p>We will research and explore options to formulate a plan to enable us to move forward with making changes once we are able to step out of the current robust regime.</p>
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1.2 Single-Use Plastic Free Community

ACTION	WHO	TIMEFRAME	SUCCESS MEASURE	STATUS	COMMENTS
Deliver Refill action day	PFTW Project Lead	October 2019	Number of refill stations added on Refill App/social media coverage and engagement	Completed 14 October (Wellington Town Centre)	<p>Campaign successfully promoted through social media and the local press.</p> <p>12 businesses signed up on the day.</p>

<p>Support Parish Town Plastic Free Status & Borough Status Accreditation.</p> <p>Council Officers and Members of the Taskforce will make contact and attend Parish Council Steering Groups, community forums, local business initiative event days and steering groups including:</p> <ul style="list-style-type: none"> ▪ Interfaith Council ▪ British Youth Council ▪ Chamber of Commerce ▪ Telford Growth Hub ▪ Federation of Small Businesses ▪ Primary Heads and Secondary Heads Forum ▪ The Business Environmental Support Scheme for Telford (BESST) 	Plastic Free Taskforce	December 2021	Accreditation awarded	On going	
Recruit Climate Change Champions Volunteers to communicate widely with residents to encourage behaviour change.	PFTW Project Lead	2020 / 2021	Number of volunteers	New and on going	Induction events to be held monthly.

Community Action Days – at least 2 to be held open to everyone to raise awareness - including Litter pick relay (postponed from 30 March 2020) virtual day or week of litter pick promotion via social media and link with Hollinswood School Litter pick activity	PFTW & Plastic Free Taskforce	2020 / 2021	Community engagement and participation	New	
A Green Guide - establish a sub group of the Plastic Free Taskforce and Climate Change Borough Partnership to develop an online resource to support local businesses.	Plastic Free Taskforce & Climate Change Borough Partnership	Spring 2021	Publication promoted and shared via social media / website	New	
Explore a Greener Living Fair event: a celebration of Sustainable Living with variety of stalls offering advice and information on a host of greener living topics and inviting local businesses to take part.	PFTW & Culture & Wellbeing Service Manager	Spring/Summer 2021	Number of businesses taking part and community participation	New	
Promote how to stop personal protective equipment becoming plastic pollution - switch to re-useable face coverings.	PFTW Project Lead & Plastic Free Taskforce	September 2020	Success of social media campaigns.	New	

Consider introducing new Terracycle recycling programmes for non-recyclable products including biscuit and cracker wrappers, crisp packets, pet food packaging and cheese packaging recycling at Council and Parish buildings.	PFTW Project Lead / Parish & Town Council Borough Partnership Working Group	Spring 2021	Success of social media campaigns to increase recycling collected.	New	
Provide an option for schools to purchase a Pergal milk machine to deliver milk in plastic free containers	Catering Services - Group Catering Manager	Summer 2021	No of schools taking part	New	
The Council will work with the Taskforce on a new educational project. With help from schools the Taskforce will facilitate creating the educational display at an event during Spring/Summer 2021.	PFTW Project Lead PF Taskforce	Spring/Summer 2021	Community engagement and participation	New	

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**TELFORD & WREKIN COUNCIL
CABINET – 8TH SEPTEMBER 2020**

PROCUREMENT UPDATE

REPORT OF DIRECTOR OF HEALTH, WELLBEING & COMMISSIONING

LEAD CABINET MEMBER – CLLR RAE EVANS

PART A) – SUMMARY REPORT

1. SUMMARY OF MAIN PROPOSALS

A regular report for Members to consider the update of the Council's Procurement Intentions Document and update them on the latest information regarding effective procurement and contract management

2. RECOMMENDATION

- | | |
|-----|--|
| 2.1 | Cabinet to note the procurement updates in this report |
| 2.2 | Cabinet to note the Procurement Intentions Document (Appendix A) and where indicated, approve delegation to the appropriate officers (as per the Contract Procedure Rules) to progress new procurements through the tender process to contract award |

3. SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Co-Operative Council priority objective(s)?	
	Yes	Best value procurement in line with the Contract Procedure Rules promote engagement of local suppliers and stakeholders
	Will the proposals impact on specific groups of people?	
	No	
TARGET COMPLETION/DELIVERY DATE	The Procurement Intentions Document is a live document regularly updated by SDMs throughout the year with updates to Cabinet every 4 to 6 months dependent upon activity.	
FINANCIAL/VALUE FOR MONEY IMPACT	Yes	The award of contracts should be within the approved budgetary framework and in accordance with the financial strategy. Local government continues to face an uncertain financial future. Delivering savings through effective procurement is therefore an important feature of the budget strategy with over £12.5m delivered to date. Active contract management also ensures continued value for money is achieved through the life of contracts. Improving social outcomes through the procurement process could also lead to reduced demand on services and potentially lower costs to the Council and other public service organisations within the area. TAS 8.9.2020

LEGAL ISSUES	Yes	The procurement intentions document, Appendix A, is both transparent for all businesses to be able to see and prepare for forthcoming procurements that the Council will be undertaking but also is a transparent process to evidence appropriate delegations to officers. The delegations sought in this report are for officers to be able to commence and complete the procurement activity detailed in Appendix A and for contracts to be executed, depending upon their value, either under seal or under hand. All contracts must comply with relevant EU requirements as well as provisions contained within the Council's Contract Procedure Rules and advice will be provided by the Procurement Team and/or Legal Services, if appropriate. AC 07/09/2020
OTHER IMPACTS, RISKS & OPPORTUNITIES	Yes	The Procurement Intentions Document is published externally. This helps the Council's supply chain prepare for up and coming tender opportunities.
IMPACT ON SPECIFIC WARDS	No	

PART B) – ADDITIONAL INFORMATION

4. INFORMATION

4.1 Over the past 7 months, Council Officers have maximised the contract management and procurement opportunities available through the Procurement Policy Notice 02/20¹ and more recently, 04/20 to provide supplier relief during COVID. This has helped businesses both locally and nationally continue to work during the pandemic and ensured we were able to sustain a market to support the Council's core services.

4.2 The PPNs encouraged councils to consider the various steps that could be taken to support its supply chain that would also lead to business sustainability. We offered our supply chain:

- accelerated invoice payment
- increased frequency of invoicing
- some payment in advance or on order (not receipt)
- change to delivery locations, frequency and timing of delivery
- extension of time for contract performance
- revised milestones or delivery dates
- additional payments

PPN 02/20 gave the opportunity to extend contracts where they were due to expire to reduce the burden of tender submission on businesses. This support, along with the Council's business grants for local suppliers, enabled us to keep our supply chain going through the pandemic and be there for us as we move into recovery. It was essential

¹ <https://www.gov.uk/government/publications/procurement-policy-note-0220-supplier-relief-due-to-covid-19>

however, that suppliers were aware that where they were accessing the furlough scheme, they could not access procurement supplier relief as it would class as double funding from central government.

Supplier relief was used to support a number of contractors providing home to school transport who varied their services to support transport in other ways during the height of the pandemic such as a prescription and food parcel deliveries. They also continued to support children of key workers getting to school. We will be carrying out an audit with those providers and suppliers we continued to pay to retain business during COVID to ensure that no 'double funding' has taken place.

Between April and August 15 Contracts were extended under the PPN to ensure continuation of services. In some cases it was not possible to re-tender as many had furloughed staff. Entering into competitive tendering at this time would not have enabled us to ensure that a fair and equal process had taken place. PPN 04/20 encourages us to support our suppliers to get back to business and, as procurement is a key enabler in the recovery and reset programme, our focus will now be around getting local business into not only into the Council's supply chain but also the borough's supply chain.

All in borough Social Care providers have been supported with £860k of COVID funding² to help them sustain their business so that they are there to support not only Council commissioned care but care for those who purchase their own. This funding helped providers manage infection prevention control and support their staff to work in very difficult environments.

- 4.3 The Government is due to issue the Procurement Green Paper in December 2020. This will spell out the Procurement Reforms that are planned as part of the Brexit process. We are part of the LGA National Advisory Group for Procurement and have been influencing the new processes which it is hoped will be more light touch and have a much greater focus around procuring locally without fear of the breach of any Government Procurement Agreement regulation. This is looking positive so far however, it must be noted that these changes are not likely to come into force until 22/23 so, in the meantime, Officers will continue to ensure that we maximise opportunities to local business when purchasing good and services through social media advertising and pre market engagement.
- 4.4 The Corporate Procurement Team have worked closely with our Health & Safety Teams to procure PPE that meets the required safety standards. The purchase of PPE is now a business as usual, fast moving purchasing task. We are part of the West Midlands Councils Procurement Consortium which ensures that we achieve the best possible prices along with the right quality of PPE to protect our staff and those organisations who are unable to access PPE via the national PPE portal. We are now planning for PPE procurement post March 2021 and want to establish local or at least regional manufacturers that will give us certainty and quality supplies without the significant carbon impact of buying from overseas.
- 4.5 Despite the challenges, we have continued to ensure that the procurement we have carried out continues to help the Council priorities. To support some providers who are struggling to understand and deliver social value, we have developed the Live Well

² https://www.telford.gov.uk/downloads/download/3407/financial_support_to_social_care_providers_during_covid-19

Telford³ website to be our Social Value Swap Shop. Our voluntary organisations can post their social value requirements on this page and bidders are signposted to the site when tendering for services. This means that bidders have a much better idea of what is 'the ask' in borough and can then align themselves to organisation they can best support focusing on the local need.

The latest social value to be proposed through contracts is:

- Guaranteed placement and work experience opportunities being offer to our carer leavers and long term unemployed with a national advertising company through an advertising contract.
- Financial guidance and support to care leavers from a recent financial services tender
- Climate change awareness sessions being delivered to local primary schools by the provider of our new electric vehicles.

The National Social Value Portal⁴ have just released a number of guides to help Voluntary Organisations and SMEs maximise the opportunity for Social Value when bidding for tenders. We will be sharing this with our local businesses and organisations.

- 4.6 The Council's Modern Slavery Transparency Statement⁵ has been updated to reflect the training awareness sessions and activities Council staff have undertaken during procurement and their day to day business to help with the eradication of this crime. A recent study⁶ has highlighted a significant risk nationally with care workers with regards Modern Slavery. Our commissioners are acting on these findings and carrying out extra due diligence with providers to prevent this being the case locally.
- 4.7 Attached at Appendix A is the latest procurement intentions document. This provides information as to those procurements that have stalled due to COVID and those where we have extended contracts and those procurements that will take place later in the year.

5. IMPACT ASSESSMENT – ADDITIONAL INFORMATION

6. PREVIOUS MINUTES

Procurement Update CAB 22 12 September 2019

7. BACKGROUND PAPERS

Appendix A Procurement Intentions Document Oct 2020

Report prepared by Sarah Bass, Commissioning Procurement & Brokerage Ext 82470

³ <https://livewell.telford.gov.uk/>

⁴ https://socialvalueportal.com/wp-content/uploads/2020/07/Social-Value-Easy-Guide_For-SME-VCSE_July-2020-1.pdf

⁵ https://www.telford.gov.uk/info/20236/open_council/3287/modern_slavery_act_and_transparency_statement

⁶ <https://www.nottingham.ac.uk/research/beacons-of-excellence/rights-lab/mseu/mseu-resources/2020/august/briefing-covid19-modern-slavery-risk-in-english-social-care.pdf>

Service Area	Key Commissioning /Procurement Intentions	Major contract < £500k /Minor >£500k	Indicative Value of final Contract	Date Delegated or Not Required	Cabinet Approval to Proceed > £500k	Officer Approval and date to proceed <£500k	Comments (Please detail any consideratons you will give to Social Value and Environmental impacts in your tenders)	Contract Award Due Date	Lead Officer	COVID Related Delays
Customer & Commercial Services	Supply of homeless/housing software	Minor	Approx. 250k			Fliss Mercer	Supply of homelessness/housing management system	Nov-20	Andrew Lawson	
Customer & Commercial Services	Supply of income management software	Minor	Approx. 315k			Kirsty King	New contract to be awarded under the DAS framework	Nov-20	Andrew Lawson	
Customer & Commercial Services	BACs Software System	Minor	Approx. 80K			Kirsty King	Replacement of existing system due to end of life notice	Nov-20	Andrew Lawson	
Health, Wellbeing & Commissioning	RFID Self Service Units for Telford & Wrekin Libraries	Minor	Approx £100k			Louise Mills, Service Delivery Manager	Existing RFID Self Service units in our libraries are now end of life and unsupported so units in all council and community libraries are due to be replaced. Potential to go in for consortium bid with other West Midlands authorities (Sandwell & Wolverhampton) currently under discussion.	Feb-21	Andrew Woodall	
Prosperity & Investment	biT	Major	£1M		Included in Capital Programme Cab Paper 15/2/18		Wrekin View Primary Expansion	2021	Chris Goulson	
Prosperity & Investment	biT	Major	£800K		Included in Capital Programme Cab Paper 15/2/18		Millbrook Primary Extension	2021	Chris Goulson	
Prosperity & Investment	biT	Minor	£50k			Chris Goulson - Nov 19	Dothill Primary - Roof Works	Apr-21	Chris Goulson	
Childrens Safeguarding & Family Support	Children's; Therapeutic and Support Services	Major	£6m		CB-061 14/03/19		Telford is leading on this West Midlands Regional Project. This will procured as Dynamic Purchasing System (DPS). CTASS includes 16 lots as follows; Contact, Family Group Conferencing, Psychological Assessments, Residential Parenting Assessments, Community Based Parenting Assessments, Therapy, Mediation, Form F, Form C and SGO Assessments, Return Home Interviews, Speech and Language Therapy, Occupational Therapy, SEND Mediation, Life Story Work, Independent Person for Secure Accommodation Reviews. Secure Transport. this replaces our existing contract. At this early scoping stage 4 LAs are yet to confirm their estimated spend	Apr-21	Damon Pope	
Policy & Governance	Elections external print contract	Major	£500k			Anthea Lowe	New contract for external print contract for elections work (term still to be decided - indicative value based on 5 year contract) - procurement currently ongoing. 15% of scoring allocated to achieving social value aspects in new contract DEFERRED for 12+ months due to Covid19. Now scheduled Summer 2021	Oct-21	Dave Bowen	
Policy & Governance	Elections external print contract	Minor	£100K			Anthea Lowe	Contract extension for 12 months to external print contract for elections work - EXTENDED by a further 12 months due to Covid19	Jun-21	Dave Bowen / Alison Coburn	
Prosperity & Investment	Estates & Investments	Major	700k				New College Demolition. 10% Social value and 10% Environmental form fundamental part of tenders.	Oct-20	Dawn Toy	
Prosperity & Investment	Estates & Investments	Major	£4.1m				Nipark Industrial units. 10% Social value and 10% Environmental form fundamental part of tenders.	Oct-20	Dawn Toy	
Neighbourhood & Enforcement Services	Replacement Fleet Buses	Major	Approx £500k				Procurement of 5, fully accessible mini buses to replace current Integrated Transport Fleet Buses that are beyond economical repair.	Apr-21	Matt Powell	
Neighbourhood & Enforcement Services	Fleet repairs and accident damage repair service	Minor	£270K			Angie Astley	To be let as two contract lots to replace the two contracts which will expire at the end of Sept 2020. Value of each contract to be split equally. This manages the risk of supply and demand. Contract length for both contracts to be 12 months with an optional 6 month extension.	Nov-20	Matt Powell	Current Contract Extended due to Fuloughed supplier Staff
Neighbourhood & Enforcement Services	Fleet MOT servicing and safety inspections	Minor	100K			Angie Astley	MOT and servicing contract to replace current contract which will expire at the end of Sept 2020. Contract length to be 12 months with an optional 6 month extension.	Dec-20	Matt Powell	Current Contract Extended due to Fuloughed supplier Staff
Finance & Human Resources	Treasury Advisor	Minor	£100k			Ken Clarke	Existing Contract expires December 2020	Jan-21	Ed Rushton/Pauline Harris	
Housing, Employment & Infrastructure	Procurement of business support consultancy panel	Minor	£63,500			Kathy Mulholland	Social value will contribute towards increasing and widening new business start ups and support existing businesses to grow and develop; protecting and creating new jobs. Helping to create a culture of entrepreneurship and providing employment opportunities to local people	Oct-20	Erica Sherry	
Policy & Governance	TWSP Independent Chair	Minor	69k			Anthea Lowe	Role of Independent Chair reviewed following new Safeguarding Partnership arrangements. There is a statutory requirement under Working Together 2018 to have independent scrutiny of the partnership what will be carried out by the Independent Chair.	Oct-20	Fiona Bottrill	
Housing, Employment & Infrastructure	Gypsy & Traveller Assessment	Minor	£10k			Gavin Ashford	All submissions are required to demonstrate how they would provide social value to the borough through the delivery of the contract. This could include work placements, voluntary work or work with local stakeholders.	Oct-20	Gavin Ashford	
Housing, Employment & Infrastructure	Retail and Leisure Study	Minor	£25k			Katherine Kynaston	All submissions are required to demonstrate how they would provide social value to the borough through the delivery of the contract. This could include work placements, voluntary work or work with local stakeholders.	Oct-20	Gavin Ashford	
Housing, Employment & Infrastructure	Waste Arising Study	Minor	£10k			Gavin Ashford	All submissions are required to demonstrate how they would provide social value to the borough through the delivery of the contract. This could include work placements, voluntary work or work with local stakeholders.	Oct-20	Gavin Ashford	
Housing, Employment & Infrastructure	Water Cycle Study	Minor	£20k			Gavin Ashford	All submissions are required to demonstrate how they would provide social value to the borough through the delivery of the contract. This could include work placements, voluntary work or work with local stakeholders.	Oct-20	Gavin Ashford	
Customer & Commercial Services	3 year term for training for DAC team	Minor	30k			Lee Higgins/Helen wood	Training Support for the Team to enable system development	Nov-20	Helen Wood	
Health, Wellbeing & Commissioning	Supporting People services	Major	Approx £15m		Agreed CB-016 13/09/18		Existing short term supported accommodation, floating support and sheltered housing contracts due to expire. Procurement will be to re-provision a service that could possible combine these services.	Apr-21	Jo Cornwell	Original date for contract award was Jan 2021, this has been delayed due to Covid-19 and the impact on the ability to carry out the necessary consultation. Contracts have been extended to end of March 2021 and may need to be extended further to allow the necessary consultation to remodel effectivley.
Health, Wellbeing & Commissioning	High Needs Extra care scheme	Major	Approx £1.4m				The delivery of a high needs Spot Dom Care within an extra care schemes	Oct-22	Jo Cornwell	
Health, Wellbeing & Commissioning	Buildings based domiciliary care across a number of buildings	Major	£12m		CAB-22 12/09/19		Design build and ongoing delivery of a high needs /dementia extra care scheme based on 5 plus 5 yrs. and the possible additional purchase of a number of domiciliary care hours across a number of building based/supported living services	Nov - 20 onwards	Jo Cornwell	
Finance & Human Resources	Paper Procurement	Minor	£50K			Sophie Lane	NEPO Framework to procure paper for Print Room and Corporate MFD	Oct-20	Jody Wilkinson	

Policy & Governance	Learning management system - Ollie	Minor	£89,900			Anthea Lowe	Procurement of the Councils learning management system, accessed by volunteers to help support community based work	Oct-20	Jon Power	
Prosperity & Investment	Delivery of coaching and mentoring provision for local businesses	Minor	£303k			Kathy Mulholland	Social value will contribute towards increasing and widening new business start ups and support existing businesses to grow and develop; protecting and creating new jobs. Helping to create a culture of entrepreneurship and providing employment opportunities to local people	Nov-20	K Mulholland / M Tomblin	
Customer & Commercial Services	Cleaning materials		£5k over 3 years			Stuart Davidson	The supply of cleaning materials and light cleaning equipment for Cleaning and Catering . Cleaning products will be enviromentally friendly , and light equipment made from recycled plastics	Mar-21	Kate Sumner	
Communities, Customer & Commercial Services	Registration	Minor	£58K			Angie Astley 23/08/18	Digitisation of Registration (Late 2020) and Burial Records (Oct 2020) Permits a 24/7 access for customers to registration and burials services	Apr-21	Kerry Catlin	
Communities, Customer & Commercial Services	Voice and WAN equipment contract extension - 5 years	Major	500K				To procure up front 5 years support and maintenance on the Voice and Data network equipment. This is still in discussion and to be approved.	Nov-20	Kirsty King	
Communities, Customer & Commercial Services	New Council Firewall for Security	Minor	200K			Kirsty King	To procure a new Council Firewall Infrastructure to ensue cyber security and threat protection is maintained.	Nov-20	Kirsty King	
Neighbourhood & Enforcement Services	Procurement of Flood Modelling for Coal Brook	Minor	£15k			Gareth Pegg	Seek supplier for catchment modelling in Coal Brook/Lyde Brook as part of NFM project	Nov-20	Lucinda Lycett	
Health, Wellbeing & Commissioning	Disability and Mental Health Flexible Contracting Arrangement	Major	£1.5m				Joint arranement between Shropshire and Telford & Wrekin Councils. All age, all levels of need (not Older People). This arrangement will cover the following categories: Living Well skills, Care and Support, Complex & Specialist Care and Support and Forensic Support and Supervision	Feb-21	Manny Gill-Jhawar/Sam Ives	
Health, Wellbeing & Commissioning	Transforming Care (Adults with Learning Disabilities and Challenging Behaviours)	Major	Approx. £2.8m		Agreed CB-97 28/06/17		Work is on-going to procure care providers to deliver care and support to people with challenging behaviours and forensic needs.	Nov-20	Manny Jhawar-Gill	
Neighbourhood & Enforcement Services	Parking Back Office Contract	Minor	£100k			Paul Fenn	contract for civil Parking enforcement back office functionality	Oct-20	Paul Fenn	Yes
Neighbourhood & Enforcement Services	Autodesk software	Minor	Approx £100k			Gareth Pegg	Seek supplier for upgrade and purchase of design software for Highways, Transportation and Engineering Services. We are currently working on outdated software some of which does not conform to current industry standards.	Nov-20	Karen Stevens	
Finance & Human Resources	Corporate Banking Contract	Major	£325k			Ken Clarke	Retender of corporate bank contract	Oct-20	Pauline Harris / Ed Rushton	
Communities, Customer & Commercial Services	VE/VJ Day 75 Sculpture, Town Park	Minor	£30k			Felicity Mercer	Competitive tender to appoint an artist to create a scupltural piece for the town park in commemoration of the 75th anniversary of VE/VJ - the end of World War 2. We are looking to source a local artist, work with community stakeholders in the development of a suitable design, involving local people in the creation of the piece, creating a legacy for the town. The aspiration for community engagement has been reduced due to COVID19 but have still engaged with a local artist and local people/stakeholders in the design and fabrication of the piece.	Nov-20	Psyche Hudson	slippage to completion by November 2020
Communities, Customer & Commercial Services	Christmas Market	Minor	Supplier income approx. £300k over the contract			Felicity Mercer	A supplier to manage and facilitate the Christmas Market in Southwater One over the next 3/4 years. There would be a land rental charge and share of the profits to the Council. We will seek and weight suppliers with specific consideration for the management of the market waste, due consideration for reduce, recycle and reuse principles. This a free to attend event although the goods there will be purchased - there is free entertainment. A condition of the contract is the development of the local supplier offer and allowing for smaller businesses to engage through cheaper rents and shorter hire periods. We want to ensure a mix of food, gifts and crafts and local businesses given priority.	Dec-20	Psyche Hudson	COVID 19 has determined that the market will need to be run in line with govt guidance which will reduce capacity and create a footfall challenge. the proposal is to run a smaller event and manage it safely with a view to covering costs rather than make income. We will review the contract to extend for a year given this years challenges
Customer & Commercial Services	Council Tax Reduction Policy	Minor	£700			Lee Higgins	Production of legislative document for Council Tax Reduction Scheme for 2021/22. Have been waiting to see if any changes required for 2021/22 and therefore whether would need to undertake consultation. Contract for report to be written by January 2021	Feb-21	Rebecca Owen-Jones	
Policy & Governance	Corporate insurance policy cover	Major	£5m				With procurement support social value will be scored as part of the tender evaluation.	Apr 21 onwards	Rob Montgomery	
Health, Wellbeing & Commissioning	Assistive Technology TEC	Major	£504K		Agreed CB-061 14/03/19		Commission an Assistive Technology service. Contract duration is 5 +2+2. Annual indicative value £84k per year	Apr-21	Samantha Ives	
Health, Wellbeing & Commissioning	Direct Payment Support Service	Major	£576k		Agreed CB-061 14/03/19		Re-commission a direct payment support service across adults and children social care. Contract duration is 5 +2+2. Annual indicative value £64k per year	Nov-20	Samantha Ives	
Policy & Governance	Debt Recovery - Legal	minor	£14,500			Sharon Tipping/Anthea Lowe	upgrade of debt recovery software	Oct-20	Sharon Tipping	
Health, Wellbeing & Commissioning	Drug & Alcohol Recovery	Major	£650k				Procurement of recovery contract: Support Adult recovery from drug and alcohol. Social Value giving adults the opportunity to complete training courses, volunteer and gain employment. Contract lenght 3 years with an option to extend for up to 2 years	Apr-21	Stacey Norwood	
Health, Wellbeing & Commissioning	Domestic Abuse Perpetrator Programme	Minor	£200k over term			Jonathan Rowe	Procurement of a new programme of work. Proposing 12 months contract with option to extend for a further period of 12 months	Dec-20	Stacey Norwood	
Health, Wellbeing & Commissioning	CSE Counselling	Minor	approx. £30K			Anthea Lowe	Review existing capacity and future requirments.Looking for innovative approaches to offer maximum choice that meet local need.	Nov-20	Steph Wain	
Health, Wellbeing & Commissioning	Community mental health support	Minor	£41,800 plus CCG funding			Sarah Bass	Review of existing community provision to ensure service reflects best practice and improved outcomes.	Nov-20	Steph Wain	Current contract extended due to COVID, review of need and provision delayed. Procurement plan in development.
Neighbourhood & Enforcement Services	Electric Vehicle Charging points	Minor	0			Matt Powell	Tender with a view to attract commercial operators to install, operate and run charging points in council car parks and/or parter car parks vth a view to creating a commercial charge point network in Telford. This contract may result in a income to the authority, although this will be dependant on the commercial offer that comes back. It is expected to be at least cost neutral. The project will support Ultra Low Emission Vehilce use in Telford, so is an environmental improvement project by its nature. Social value will be written into the tender as a key scored item.	Dec-20	Matt Powell	Proceurement exercrise delayed due to internal resource and market impact. To restart.

Customer & Commercial Services	Segmentation data	minor	£7k per annum			Helen Potter / Jon Power	intention to procure segmentation data and enter in to new contract. Expecting to procure on G Cloud.	Nov-20	Helen Potter	
Policy & Governance	Case Management System - Iken - Legal	minor	£8,684 p/a			SharonTipping/Anthea Lowe	Annual software maintenance for Iken contract	Oct-20	Sharon Tipping	
Neighbourhood & Enforcement Services	Transport Review	Minor	£50,000			Matt Powell	Intention to procure specialist trasnport support to review our services	Oct-20	Matt Powell	
Neighbourhood & Enforcement Services	Compliant Coring	Minor	£40,000			Adam Brookes	Contract to provide a programme of coring of utility work to check for compliance. This will protect the highway asset and reduce future maintenance costs. This will also generate income in the Street Works team.	Oct-20	Adam Brookes	
Policy & Governance	Apprenticeship Framework	Minor	£90,000			Anthea Lowe	To develop a framework to deliver apprentice standards	Apr-21	Sharon Carrington	
Prosperity and Investment	masterplanning support	Minor	£500,000				Masterplanning support for various Land Deal and TWC sites.	Apr-21	Dawn Toy	
Prosperity and Investment	Building repair works PIP	minor	£50,000			James Dunn	Tender by BIT through DPS for cost to undertake repair works prior to letting/ selling 6 Tontine Hill	Nov-20	D Tomlinson	
Prosperity and Investment	Security Services fro Southwater	Major	£500k				Tender for Security Services to oversee the Southwater area	Apr-21	Marc Jones	

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