

Public Document Pack

Executive Member Decisions

Friday, 2nd November, 2018
Time Not Specified

AGENDA

1. **Compulsory Purchase of an Individual Residential Property at 102 Pringle Street, Blackburn, BB1 1SA**
EMD - CPO 102 Pringle Street v0.01 **2 - 15**
Health Impact Assessment - CPO of empty properties v1.0
Appendix 1 - Scoring Matrix - CPO 102 Pringle Street
Appendix 2 - Map - CPO 102 Pringle Street
EIA Checklist - CPO 102 Pringle Street

2. **Award of New Contract for Banking Services**
EMD - Award of New Banking Contract **16 - 22**
Part 2 item - EMD for Award of New Banking Contract
EIA Checklist - Award of new banking contract

Date Published: 2nd November 2018
Harry Catherall, Chief Executive

EXECUTIVE MEMBER DECISION



REPORT OF:	Executive Member for Regeneration Executive Member for Resources
LEAD OFFICERS:	Director of Growth and Development
DATE:	28 th September 2018

PORTFOLIO/S AFFECTED:	Regeneration	Resources
WARD/S AFFECTED:	Blackburn Central	

SUBJECT: Compulsory Purchase of an Individual Residential Property at 102 Pringle Street, Blackburn, BB1 1SA.

1. EXECUTIVE SUMMARY

To seek approval to initiate compulsory purchase action on the above privately owned property as part of the Council's Empty Property Strategy to reduce the numbers of long term empty properties and provide much needed accommodation for the Borough.

2. RECOMMENDATIONS

That the Executive Member:

Upon being satisfied that:

- a) it would contribute to the economic, social and environmental well-being of the borough;
- b) there is a compelling case in the public interest as the interference with Human Rights involved is proportionate in the interests of bringing empty properties back into use;
- c) sufficient funds exist for carrying the resolution into effect;
- d) no impediments exist to the implementation of the scheme to redevelop the property (subject to the making of the order) and there is a reasonable prospect of its implementation, should the order be made;
- e) the whole of the legal estate could not be acquired by agreement.

- 2.1 Authorise the Director of Growth and Development, in conjunction with the Director of HR, Legal and Governance to prepare and make a Compulsory Purchase Order (CPO) under section 17 of the Housing Act 1985 and the Acquisition of Land Act 1981, for the purpose of acquiring the property to bring about its re-use.
- 2.2 Authorise the Director of Growth and Development to negotiate terms for the acquisition by agreement of any outstanding interests in the land within the Order prior to its confirmation.
- 2.3 Authorise the Director of HR, Legal and Governance (in the event that the Secretary of State notifies the Council that it has been given the power to confirm the Order) to confirm the order if he is satisfied that it is appropriate to do so.

- 2.4 Authorise the Director of Growth and Development to approve agreements with the land owner setting out the terms of withdrawal of objections to the Order (including the power to defer implementation post confirmation) and in consultation with the Director of HR, Legal and Governance to make deletions from and/or minor amendments and modifications to the proposed Order and Order plans.

3. BACKGROUND

- 3.1 As part of the Council's commitment to bringing empty properties back into use, this property has been evaluated using the priority scoring matrix (Appendix 1). It scores highly due to the fact that the property has been empty for over 10 years and is currently in a very poor state of repair. The property is being charged a premium rate council tax.
- 3.2 The proposed CPO site is outlined in red on the attached plan (Appendix 2).
- 3.3 Substantial efforts have been made by the Project Manager (Empty Housing) to identify and contact the owner to encourage him to bring the property back into use. The Council has corresponded with the owner since January 2017 but he has declined to engage, which has resulted in CPO action being recommended as the most appropriate form of action.
- 3.4 The property is a mid-terraced 2 up/ 2 down house, built pre-1919 of red brick and has a pitched slate roof. The external condition is extremely poor with rotten and broken windows and a rotting door. The front and rear garden areas are very overgrown, obstructing access to the property.
- 3.5 It is situated on a long terrace of generally well kept homes and is having a detrimental impact on the local neighbourhood.

4. KEY ISSUES & RISKS

- 4.1 Tackling empty properties supports the key priorities in the Council's Corporate Plan and the Empty Property Strategy.
- 4.2 There are currently around 2350 empty and unfurnished properties in the Borough of which 436 have been empty for over 2 years and are being charged a Premium rate for Council Tax (as at 01.09.18). Contact has been made with all owners of long term empty properties and as a direct result of that intervention, 148 long term empty properties were brought back into use in 2017/8. However, as quickly as properties are removed from the empty property list, others are added to it.
- 4.3 Continued efforts are required to ensure that properties are empty for a minimum period of time and the Council's message that long term empty properties will not be tolerated continues to be communicated.
- 4.4 There are currently no grant funding opportunities available to support empty homes refurbishment (previous HCA initiatives ended in March 2015). Direct support and signposting is offered to help owners to bring their properties back into use. Where owners are unwilling or unable to bring their properties back into use, enforcement action is considered to be the most appropriate course of action to be taken.

- 4.5 Engagement with the owner of the property, including an attempt to acquire the property by agreement, has been exhausted and compulsory purchase action is now considered to be the only course of action left to the Council to bring the property back into use.
- 4.6 Empty properties in the borough can have negative environmental impacts on neighbourhoods in addition to being a wasted housing resource. At neighbourhood level, empty properties attract fly tipping, crime, arson and nuisance. It is a priority to tackle these problems through enforcement as part of the wider effort to improve neighbourhoods and prevent blight.
- 4.7 Bringing empty properties back into use creates extra accommodation for rent or sale and could also generate additional income for the Council via New Homes Bonus (NHB) payment.
- 4.8 Proposed CPO action for this property will be funded through the Neighbourhood Intervention Fund which is part of the Council's Housing Capital Programme. This project has a capital budget of £495,000 including an increase to budget of £23,000 for capital receipts received on the sale of properties that are recycled back into the project. The property is expected to be valued at less than £40,000 and there are currently £183,450 of uncommitted funds available within the project to support the making of individual CPO
- 4.9 Once acquired by CPO, the property will be offered for sale via a local estate agent to the highest bidder with preference given to buyers who intend to owner/occupy the property once renovated. A building licence will be granted to the buyer and formal sale is completed once the property has been renovated to the Council's required standard. This approach also encourages the use of local labour and local spend.
- 4.10 To date, 18 properties have been acquired using Neighbourhood Intervention Project funding. Of these, 12 have been successfully refurbished, 4 are in the process of being refurbished and 2 are in the process of being sold with works to commence in the near future.

5. HUMAN RIGHTS IMPLICATIONS

- 5.1 A Compulsory Purchase Order should only be made where there is a compelling case in the public interest. Members should be sure that the purposes for which it is making a CPO sufficiently consider the human rights of those with an interest in the land affected. In particular, to the provisions of Article 1 of the First Protocol to the European Convention on Human Rights (which provides that every natural or legal person is entitled to peaceful enjoyment of his possessions) and Article 8 of the European Convention on Human Rights (which provides every person is entitled to respect for his home and private life).
- 5.2 Notwithstanding the acknowledged impact that the CPO will have with regard to some aspects of the Human Rights Act 1998, the benefits identified in this report present a compelling case in the public interest for making the proposed CPO and compensation will be payable under the statutory compensation code.
- 5.3 The making of the proposed CPO is in the public interest because:-
- It will promote the social, environmental and economic well-being of the area and increase residents' confidence in the area.
 - It will create extra accommodation for sale or rent.
 - It will reduce the negative environmental impacts on the neighbourhood as empty properties attract fly-tipping, crime, arson and nuisance.

6. POLICY IMPLICATIONS

- 6.1 The Corporate Plan prioritises new house building and improvement of conditions in older housing. Bringing empty properties back into use is an alternative means of increasing supply and also improves housing conditions and is, therefore, relevant to both of the key corporate objectives.
- 6.2 Bringing housing back into use would increase housing supply in the borough. Properties may be occupied by owner/occupiers or be available as private rented accommodation. It would also free the local community of the problems created by properties standing empty and derelict for such a long time.

7. FINANCIAL IMPLICATIONS

- 7.1 The funding for Orders made pursuant to section 17 of the Housing Act 1985 is available in the Neighbourhood Intervention Fund which is part of the Council's Housing Capital Programme.
- 7.2 Proposed CPO action for this property will be funded through the Neighbourhood Intervention Fund which is part of the Council's Housing Capital Programme. This project has a capital budget of £495,000 including an increase to budget of £23,000 for capital receipts received on the sale of properties that are recycled back into the project. The property is expected to be valued at less than £40,000 and there are currently £183,450 of uncommitted funds available within the project to support the making of individual CPO's.
- 7.3 Some revenue budget will be required to fund the CPO action and subsequent sale of the property. The amount required will be approximately £2,100 for the appropriate service of the required legal notices and £1,200 for the estate agent's fees. The total figure of £3,300 will be funded from within existing budgets.
- 7.4 Capital receipts from sale of assets funded by the Neighbourhood Intervention Fund will be recycled back into the project so that further CPO's can be undertaken as and when required

8. LEGAL IMPLICATIONS

- 8.1 Under the provisions of section 17 of the Housing Act 1985, the local authority may acquire houses or buildings which may be suitable as houses, together with any land occupied with the houses or buildings. The power is available even if the ownership of the property is to be transferred to someone else.
- 8.2 legal challenges to compulsory purchase are always a possibility and can lead to a Public Local Inquiry which would incur additional costs for the Council. A CPO on an unoccupied single property is likely to have a very limited number of possible statutory objectors.
- 8.3 The making of a CPO does not prevent negotiations with any person holding an interest in land affected by the CPO as these negotiations can proceed in parallel with the statutory process. Indeed, it is advised that where possible, negotiations can continue throughout the process even up to confirmation of the Order.

9. RESOURCE IMPLICATIONS

- 9.1 Resources needed to make the CPO and serve the relevant statutory notices will be provided by the Empty Properties Team. Some support will be required from the legal team which will increase if the CPO action results in a Public Local Inquiry.
- 9.2 Some support will be required from the property services team and Capita Symonds to carry out a valuation of the property concerned.

9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below. Where appropriate please include the hyperlink to the EIA.

Option 1 Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2 In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. *(insert EIA link here)*

Option 3 In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. *(insert EIA attachment)*

11. CONSULTATIONS

- 11.1 Comprehensive consultation has been undertaken to understand the impacts of empty properties on local communities. The Strategic Housing Market Assessment (SHMA) supports bringing empty properties back into use. This has also been reflected in the Council's Local Plan which treats empty properties as a valuable resource towards meeting housing need within the borough.
- 11.2 The further development of the Council's Empty Property Strategy has also consulted stakeholders and agencies prior to consideration of further tools to tackle empty properties.

10. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded and published if applicable.

VERSION:	0.01
CONTACT OFFICER:	Nicola Fox – Project Manager (Empty Housing)
DATE:	28th September 2018
BACKGROUND PAPER:	Empty Property Strategy



your support
choice

Health Impact Assessment

Screening Tool

Toolkit produced by: Public Health
Toolkit version: 1.2
HIA version: 1.0
Date HIA completed: 31st January 2017

***Health is not merely the absence of disease or infirmity but a state of complete physical, mental, social and spiritual well-being.
(modified by M. Birley (2013) from World Health Organisation's definition – 1948)***

Title of policy, programme or project ("activity") to be assessed:

Compulsory Purchase of individual empty properties within Blackburn with Darwen Borough

What is the activity about? What is the context outlined for the activity? (e.g. policy context, history, background)

Tackling empty properties supports the key priorities of the council's corporate plan and the Empty Property Strategy. Empty properties in the borough can have a negative environmental impact on neighbourhoods in addition to being a wasted housing resource. At neighbourhood level, empty properties attract fly-tipping, crime, arson and nuisance. It is a priority to tackle these problems by agreement or enforcement as part of the wider effort to improve neighbourhoods and preventing blight.

Does this activity have the potential to impact on health? Explain

(please consult appropriate Public Health colleague if you are unsure or require further information)

Bringing empty properties back into use through the Empty Property Strategy enables the authority to ensure the removal of category 1 and 2 hazards from properties prior to occupation as defined by the Housing Health and Safety Rating System 2004. This will have a positive impact upon health for the residents by contributing to the improvement of housing conditions in the Borough.

Re-occupation of these empty properties will also deter fly-tipping, reduce crime, arson and nuisance which contribute to the improvement of health and safety in homes and neighbourhoods.

Whilst no negative impacts have been identified for the compulsory purchase of empty properties, we will continue to complete the full HIA screening as the reasons surrounding the need for a Compulsory purchase Order (CPO) may vary between each individual property. As a result of this it would be wise to further explore this activity to ensure that all aspects have been considered.

****If no health impacts are identified then the screening does not need to continue, but please ensure that this has been discussed with the appropriate Public Health colleague prior to discontinuation****

Does this activity relate to / impact on any of the Health & Wellbeing Strategy objectives?

- Best start for children and young people**
- Health & Work**
- Safe & healthy homes & neighbourhoods**
- Promoting health and supporting people when they are unwell**
- Older people's independence and social inclusion**

Does the activity concern any of the following determinants?	
Lifestyle	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Physical environment	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Social / economic environment	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other, please specify	

What are the potential positive impacts?
<p>Bringing this long term empty property back into use enables the authority to ensure the removal of category 1 and 2 hazards from the property prior to re-occupation as defined by the Housing health and Safety Rating System 2004. This will have a positive impact upon health for the residents by contributing to the improvement of housing conditions in the Borough.</p> <p>Re-occupation of this empty property will also deter fly-tipping, reduce crime, arson and nuisance in the area which will contribute to the improvement of safe and healthy homes in this neighbourhood. Which in turn will offer children and younger people a much better setting to grow up in.</p>

What are the potential negative impacts?
No negative impacts on health have been identified in association with this activity. The activity seeks to ensure that a greater number of houses are used for their purpose.

What are the assumptions/risks embedded in or underpinning the activity?
No assumptions or risks have been identified with this activity.

Are there any external factors which identify the nature and extent of the impacts on health for this type of proposal (e.g. research; policy changes etc.)
<p>Local Government Association, action to tackle empty homes - http://www.local.gov.uk/c/document_library/get_file?uuid=5416e10f-218a-4994-811f-0e96ce93227c&groupId=10180</p> <p>House of Commons, Empty Housing Briefing Paper - http://researchbriefings.parliament.uk/ResearchBriefing/Summary/SN03012#fullreport</p> <p>Housing Health and Safety rating System – https://www.gov.uk/government/publications/housing-health-and-safety-rating-system-guidance-for-landlords-and-property-related-professionals</p>

List the groups most likely to be affected by this proposal
This proposal will contribute positively to the overall health and safety off all members of the community and neighbourhood affected.

What are some of the potential equity issues?
The re-occupation of these empty, and potentially problematic properties, will contribute to the reduction of nuisance, crime, arson and fly-tipping resulting in an overall improvement to the social and physical environment of the neighbourhood. This will be to the benefit of all residents regardless of any individual characteristics.

CHECKLIST

Answers favouring doing an HIA	To your knowledge	Answers favouring not doing a HIA
Health impacts		
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Does the initiative affect health directly?	<input checked="" type="checkbox"/> No
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Not sure	Does the initiative affect health indirectly?	<input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Are there any potential serious negative health impacts that you currently know of?	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Is further investigation necessary because more information is required on the potential health impacts?	<input checked="" type="checkbox"/> No
<input type="checkbox"/> No	Are the potential health impacts well known and is it straightforward to identify effective ways in which beneficial effects can be maximised and harmful effects minimised?	<input checked="" type="checkbox"/> Yes
Community		
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Is a large proportion of the population likely to be affected by the initiative (<i>over 25% of the resident population</i>)?	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Are there any socially excluded, vulnerable, disadvantaged groups likely to be affected?	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Are there any community concerns about any potential health impacts?	<input checked="" type="checkbox"/> No
Initiative		
<input type="checkbox"/> Yes <input type="checkbox"/> Maybe	Is there some reason to suspect that health issues not considered in the planning process of this initiative might become more visible by doing an HIA?	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Maybe	Is the cost of the initiative high (<i>over £100,000</i>)?	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Maybe	Is the nature and extent of the disruption to the affected population likely to be major?	<input checked="" type="checkbox"/> No
Organisation		
<input checked="" type="checkbox"/> Yes	Is the initiative a high priority/important for the organisation/partnership?	<input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Maybe	Are the individuals and organisations with a stake in this initiative likely to buy into the HIA process?	<input checked="" type="checkbox"/> No
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Maybe	Is there potential to change the proposal? Will there be any other similar proposals in the future?	<input type="checkbox"/> No
FOR = 3	TOTAL	AGAINST = 11

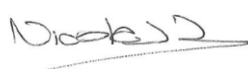
Choosing which HIA to do


Health Impact Statement	Type of HIA	Comprehensive
<input checked="" type="checkbox"/> Yes	Is there only limited time in which to conduct the HIA?	<input type="checkbox"/> No
<input checked="" type="checkbox"/> Yes	Is there only limited opportunity to influence the decision?	<input type="checkbox"/> No
<input checked="" type="checkbox"/> Yes	Is the timeframe for the decision-making process set by external factors beyond your control?	<input type="checkbox"/> No
<input checked="" type="checkbox"/> Yes	Are there only very limited resources available to conduct the HIA?	<input type="checkbox"/> No


Deciding who should do the HIA

External	Assessors	Internal
<input type="checkbox"/> No	Do personnel in the organisation or partnership have the necessary skills and expertise to conduct the HIA?	<input checked="" type="checkbox"/> Yes
<input checked="" type="checkbox"/> No	Do personnel in the organisation or partnership have the time to conduct the HIA?	<input type="checkbox"/> Yes

Is an HIA appropriate?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Why or why not?		
No negative impacts to health have been identified. All impacts on health will be positive ones including the removal of category 1 and 2 hazards from houses and the reduction of fly-tipping, crime, arson and nuisance to neighbourhoods.		
If yes, what type and how?		
N/A		
Recommendations / comments		
none		

Completed by:  Date: 16th January 2017

Approved by  Date: 16th January 2017
(Head of Service/Director):
This signature signifies the acceptance of the responsibility and ownership of the HIA and the resulting action plan (if applicable).

Approved by  Date: 31/01/2017
(Public Health):
This signature signifies the acceptance of the responsibility to publish the completed HIA.

Once this form has been completed and approved, this document should be saved as the Health Impact Statement for the specified activity, any actions should be monitored appropriately

PRIORITY SCORING MATRIX

Maximum Points: 38 (must score 26 or over)

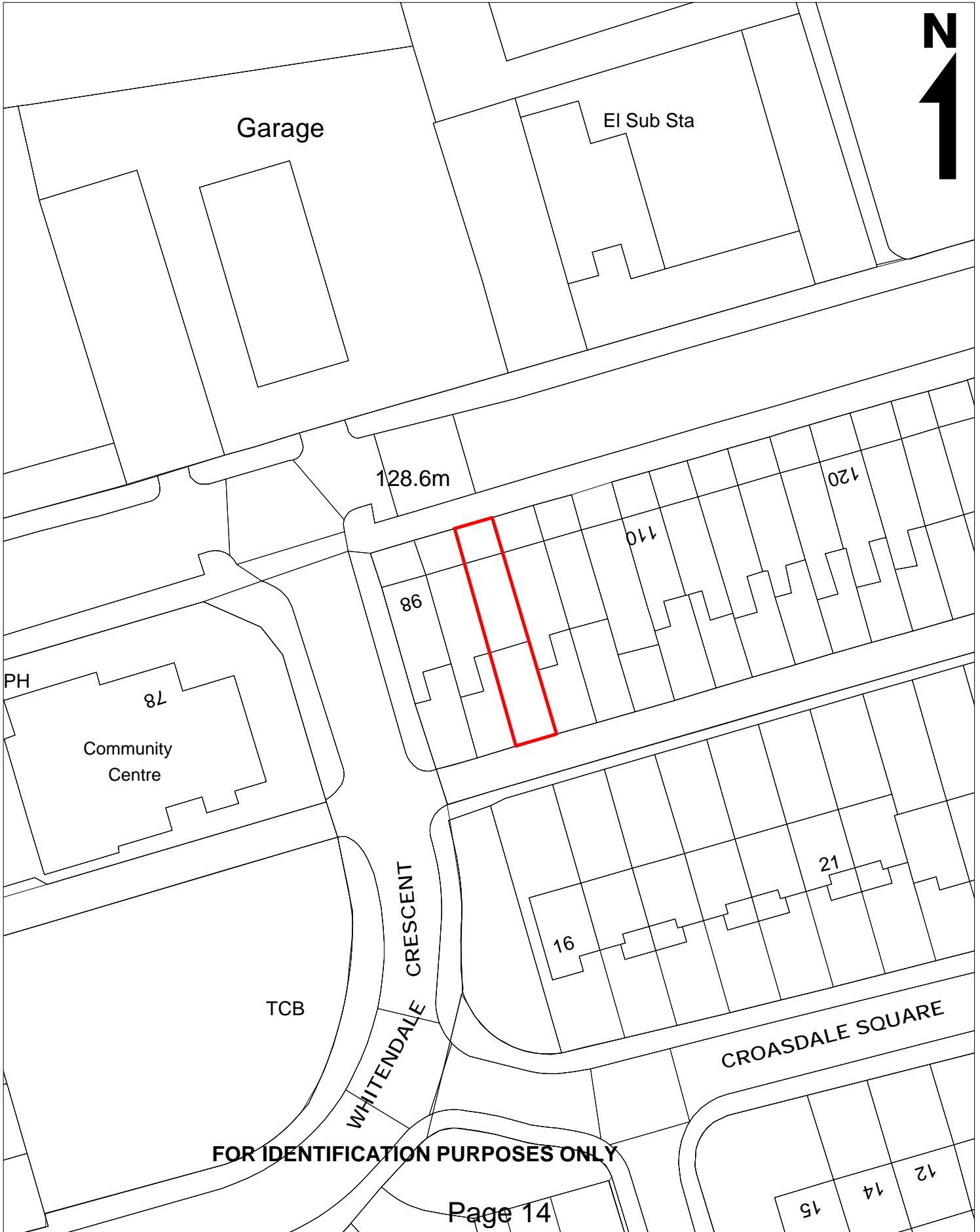
Address: 102 Pringle Street, Blackburn		Score 27
How long has the property been Empty?	Less than 6 months	0
	6 months to 2 years	1
	2 – 5 years	2
	Over 5 years	4
Is the property in disrepair?	No	0
	Minor disrepair	1
	Serious disrepair	2
	Severe disrepair	4
Have complaints been received in Respect of this property?	No complaints	0
	Under 3 complaints	1
	5 to 9 complaints	2
	10 complaints or over	4
Is the property within an Intervention area?	No	0
	Yes	2
Is the property within an Investment area?	No	0
	Yes	2
Is the property within a selective Licensing area?	No	0
	Yes	2
Adequate evidence of previous Contact with owner?	No	0
	Yes	20
TOTAL SCORE		27

TITLE: 102 PRINGLE STREET, BLACKBURN

DATE : 7TH SEPTEMBER 2018

REF :

SCALE : 1:500



FOR IDENTIFICATION PURPOSES ONLY

EQUALITY IMPACT ASSESSMENT CHECKLIST

This checklist is to be used when you are uncertain if your activity requires an EIA or not.

An Equality Impact Assessment (EIA) is a tool for identifying the potential impact of the organisation's policies, services and functions on its residents and staff. EIAs should be actively looking for negative or adverse impacts of policies, services and functions on any of the nine protected characteristics.

The checklist below contains a number of questions/prompts to assist officers and service managers to assess whether or not the activity proposed requires an EIA. Supporting literature and useful questions are supplied within the [EIA Guidance](#) to assist managers and team leaders to complete all EIAs.

Service area & dept.	Growth Team, Growth and Development.	Date the activity will be implemented	30/11/2018
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Brief description of activity	Compulsory Purchase of an Individual Residential Property at 102 Pringle Street, Blackburn.
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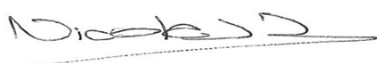
Answers favouring doing an EIA	Checklist question	Answers favouring not doing an EIA
<input type="checkbox"/> Yes	Does this activity involve any of the following: - Commissioning / decommissioning a service - Change to existing Council policy/strategy	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes	Does the activity impact negatively on any of the protected characteristics as stated within the Equality Act (2010)?	<input checked="" type="checkbox"/> No
<input type="checkbox"/> No <input type="checkbox"/> Not sure	Is there a sufficient information / intelligence with regards to service uptake and customer profiles to understand the activity's implications?	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Does this activity: Contribute towards unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act <i>(i.e. the activity creates or increases disadvantages suffered by people due to their protected characteristic)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Reduce equality of opportunity between those who share a protected characteristic and those who do not <i>(i.e. the activity fail to meet the needs of people from protected groups where these are different from the needs of other people)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Foster poor relations between people who share a protected characteristic and those who do not <i>(i.e. the function prevents people from protected groups to participate in public life or in other activities where their participation is disproportionately low)</i>	<input checked="" type="checkbox"/> No
FOR =0	TOTAL	AGAINST =6

Will you now be completing an EIA?

Yes

No

The EIA toolkit can be found [here](#)

Assessment Lead Signature	
E&D Lead Signature	Gwen Kinloch
Date	07/09/2018

EXECUTIVE MEMBER DECISION



REPORT OF:	Executive Member for Resources
LEAD OFFICERS:	Director of Finance & Customer Services
DATE:	10 October 2018

PORTFOLIO/S AFFECTED:	Resources
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WARD/S AFFECTED:	All
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SUBJECT: Award of contract for banking services
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1. EXECUTIVE SUMMARY

To advise the Executive Member of the activity undertaken in relation to a new contract to provide banking services to the Council.

2. RECOMMENDATIONS

That the Executive Member:

approve the award of a new banking services contract to Bidder B, for an initial period of 7 years, with the option to renew for a further 2 years on a 1+ 1 year basis.

3. BACKGROUND

The Council has undertaken a review of its current banking arrangements and through an Invitation to Tender (ITT) process has invited potential service providers to tender for a new contract to commence in December 2018, for an initial period of 7 years with the option to renew for a further 2 years on a 1+ 1 year basis.

The Council's Digital Strategy aims to make best use of technologies available to ensure that its digital services are delivered in user friendly ways, while at the same time seeking to optimise the efficiency of all back-office operations. Tenderers have therefore been encouraged to propose alternative solutions and innovative suggestions as to how the Council's strategy can be delivered, particularly with a view to reducing the amount of cash that is collected and paper that is used.

Clearly, the priority is the successful delivery of the banking services described in the ITT from the required contract start date. However, consideration of best banking practices and more efficient ways of working were also reflected in the assessment of the bids made.

The ITT was issued at the end of June 2018, with a deadline for return of 12.00hrs on Wednesday 1st August 2018. Responses were received from two banks, which have been evaluated by a panel including officers from the Financial Services and the Commissioning and Procurement teams together with a representative from BRC Consulting Services Limited.

The Council's decision in awarding this contract has been made on the basis of the offer which is the

most economically advantageous to the Council, i.e. a balance between service quality and cost. The award criteria were 60% on Quality and 40% on Price .The scores awarded by the panel were:

	Bidder A	Bidder B
Quality Assessment (60%)	53.0	46.7
Price (40%)	27.0	40.0
Total Score	80.0	86.7

It is therefore recommended that the Council awards the contract to Bidder B, which had the highest overall score, because of its competitive pricing.

4. KEY ISSUES & RISKS

The market has been tested via a formal ITT process, with the Financial Services team taking on advice from the Council's Commissioning and Procurement team and specialist external advisors. The selection process has been robust and addresses the Council's needs.

5. POLICY IMPLICATIONS

Obtaining the best price available for banking services will contribute to addressing the budgetary pressures facing the Council. The new contractual arrangements will also be used to look to generate further efficiencies in future.

6. FINANCIAL IMPLICATIONS

Obtaining the best price available for banking services will contribute to addressing the budgetary pressures facing the Council. The new contractual arrangements will also be used to look to generate further efficiencies in future.

7. LEGAL IMPLICATIONS

The procurement process outlined above, using an OJEU open tender process, complies with the Council's Contract Procurement Procedure Rules and EU procurement law.

Advice has been, and will continue to be taken as appropriate from the Legal Services and Procurement teams to ensure compliance with procurement rules and law.

As part of the procurement process, the final contract will be in a form approved by Legal Services.

8. RESOURCE IMPLICATIONS

There will be some impact on legal staffing resources for the finalisation of contract details. The ongoing use of banking services will otherwise not impact materially on current staffing resources.

9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below. Where appropriate please include the hyperlink to the EIA.

Option 1 Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2 In determining this matter the Executive Member needs to consider the EIA associated

with this item in advance of making the decision. *(insert EIA link here)*

Option 3 In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. *(insert EIA attachment)*

10. CONSULTATIONS

None.

11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded and published if applicable.

VERSION:	1
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CONTACT OFFICER:	Louise Mattinson – Director of Finance & Customer Services Ron Turvey – Deputy Finance Manager
DATE:	11/10/18
BACKGROUND PAPER:	None.

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

Document is Restricted

EQUALITY IMPACT ASSESSMENT CHECKLIST

This checklist is to be used when you are uncertain if your activity requires an EIA or not.

An Equality Impact Assessment (EIA) is a tool for identifying the potential impact of the organisation's policies, services and functions on its residents and staff. EIAs should be actively looking for negative or adverse impacts of policies, services and functions on any of the nine protected characteristics.

The checklist below contains a number of questions/prompts to assist officers and service managers to assess whether or not the activity proposed requires an EIA. Supporting literature and useful questions are supplied within the [EIA Guidance](#) to assist managers and team leaders to complete all EIAs.

Service area & dept.	Financial Services	Date the activity will be implemented	10/12/2018
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Brief description of activity	Award of Contract for banking services
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Answers favouring doing an EIA	Checklist question	Answers favouring not doing an EIA
<input type="checkbox"/> Yes	Does this activity involve any of the following: - Commissioning / decommissioning a service - Change to existing Council policy/strategy - Budget changes	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes	Does the activity impact negatively on any of the protected characteristics as stated within the Equality Act (2010)?	<input checked="" type="checkbox"/> No
<input type="checkbox"/> No <input type="checkbox"/> Not sure	Is there a sufficient information / intelligence with regards to service uptake and customer profiles to understand the activity's implications?	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Does this activity: Contribute towards unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act <i>(i.e. the activity creates or increases disadvantages suffered by people due to their protected characteristic)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Reduce equality of opportunity between those who share a protected characteristic and those who do not <i>(i.e. the activity fail to meet the needs of people from protected groups where these are different from the needs of other people)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Foster poor relations between people who share a protected characteristic and those who do not <i>(i.e. the function prevents people from protected groups to participate in public life or in other activities where their participation is disproportionately low)</i>	<input checked="" type="checkbox"/> No
FOR =0	TOTAL	AGAINST =6

Will you now be completing an EIA?

Yes

No

The EIA toolkit can be found [here](#)

Assessment Lead Signature	Ron Turvey
Checked by departmental E&D Lead	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>N.Master</i>
Date	15/10/2018