

Report to Cabinet
20 March 2013
Report of Executive head of strategy, people and democracy
Subject Annual review of external partnership and business
relationship registers

Item

6

Purpose

To inform cabinet of the outcomes of the annual review of the council's involvement with partnerships and also its business relationships.

Recommendation

To endorse the partnerships register for 2012-13 and the business relationships register.

Corporate and service priorities

The report helps to meet the corporate priority "Value for money services" and Business relationship management service priority of contracts meeting the authority's social, economic and environmental commitments.

Financial implications

There are no direct financial consequences of this report.

Ward/s: All wards

Cabinet member: Councillor Arthur - Leader

Contact officers

Russell O'Keefe, Executive head of strategy, people and democracy 01603 212908

Rachael Metson, Partnerships manager 01603 212926

Robin Hare, Strategic contracts manager 01603 212412

Background documents

None

Report

Background

1. The corporate governance framework and toolkit for working in partnerships was developed and implemented in 2009. It responds to the audit commission's guidance on working in partnerships which stipulates the importance of good governance. It supports a sound system of internal control in relation to partnership arrangements.
2. The framework was approved by Executive in October 2008 and the initial assessment was approved by Executive in April 2009. This is the third annual review of the partnerships register.
3. The corporate business relationship and contract management framework and toolkit were developed during 2012. The management and monitoring toolkit is currently being piloted using the ten high spend (over £500k) and high criticality business relationships and contracts.
4. Once the results of the pilot have been assessed it is anticipated to roll out the management and monitoring process to the remaining business relationships and contracts, reviewing them annually in line with our partnerships.

Partnerships register

5. A similar process to previous years was followed for this year's annual review. With co-operation from CLT members, heads of service and lead officers, the partnerships register (appendix 1) was analysed, and a new scorecard was completed for every partnership. Any new arrangements have been added.
6. The register now records 40 partnership arrangements and their corresponding partnership significance score. This compares with 41 partnerships on the register last year. Ten partnerships have been removed and nine partnerships have been added, which reflects the changing landscape of partnership activity.

Partnerships removed from partnerships register

7. The partnerships removed are as follows:

Bittern and Wherry Line Community Rail Partnerships. Norwich City Council no longer makes any contribution to this group.

City Centre Partnership. This partnership has become part of the Norwich Business Improvement District (BID) Company as of 1 November 2012. Among its successes was the introduction of the ALERT radio system for businesses in the city centre to combat crime and anti-social behaviour. (see item 8 partnership added)

Norfolk Domestic abuse and sexual violence board (DASVB). A review of Community Safety Partnerships in Norfolk took place in November 2010 resulting in the establishment of a countywide partnership; Norfolk County Community Safety Partnership (CCSP). DASVB, which previously reported to the now dissolved City of Norwich Partnership, now reports to the CCSP. DASVB exists as a sub-group of CCSP and not as a partnership in its own right.

East West rail consortium. Norwich City Council no longer makes any contribution to this group.

Families Unit Operational Partnership Board. This partnership dissolved in November 2012 as the work it covered can be picked in other meetings and attendance had become poor. It's achievements include sharing best practice around the city council's Families Unit database and better understanding of the housing agenda in relation to childrens services.

Greater Norwich home options partnership. This partnership dissolved in April 2012 as a result of the withdrawal of the other two district councils. Among its successes are improved choice for housing applicants, improved access for applicants to advice and support and reduced voids.

NELM. Although there has not been any formal decision to end the arrangements the council's role as accountable body was time limited and came to an end on 1 October 2012.

Norfolk county strategic partnership. In April 2012 it was decided to end the County LSP following changes in government policy, including the end of LAAs, and the need to be a move towards localism. Among its successes are improving joined up working/networking and partnership working across public, private and voluntary sectors.

Norwich Learning City. This was a informal partnership and NCC involvement effectively ceased following changes in the Economic Development Unit in 2011. The Norwich Learning City charity is still an entity but there is no activity planned for the foreseeable future.

Regional Cities East. The partnership ceased to exist in early 2012. It had many successes including being instrumental in preparing the ground work for securing the invitation for a City Deal for the city, promoting the role of cities in the East of England and raising the profile of the need to improve infrastructure for the Eastern Region.

Partnerships added

8. The partnerships added are as follows:

Great Eastern Mainline Vision Group. A strategic alliance which has existed since 2010. The purpose of the partnership is to assemble evidence for and lobby for improvement to rail services on Norwich-London line (and to a lesser extent on other lines). Partners include county and district council from the eastern region along with Network Rai, Greater Anglia Ltd and New Anglia LEP which is lead partner. Andy Watt is the council's lead officer and Tony Jones, City growth & development coordinator, attends meetings. The significance score is minor.

Housing Pre-Court Mediation Scheme. This non-statutory partnership started in October 2012. Its purpose is to reduce the number of council tenants taken to court for arrears of rent. The other two partners are Norwich Community Law Service (NCLS) and HM Court & Tribunals Service. Andy Bays is the council's lead officer and joint co-ordinator of the partnership with Norwich City Council as the lead partner. The significance score is minor.

Norfolk & Norwich Festival. This relationship has been defined as a partnership since March 2012, previously it was a grant arrangement. The purpose of this partnership is to support provision of a diverse and inclusive annual programme of events. This is a significant arts organisation within the East of England and provides opportunities for greater collaboration with local, national and international partners. Nikki Rotsos is the council's lead officer. The significance score is major.

Norfolk Biodiversity Partnership. This strategic alliance has existed since 1996 but until this year was considered to be a service level agreement. Its objectives are the conservation, enhancement and restoration of Norfolk's biodiversity, in line with central government and international directives and obligations. There are over 20 key partners from local authorities, statutory, voluntary and business sectors and Norfolk County council takes the lead. The council's lead officer is Simon meek with Natural Areas Officer, Paul Holley, attending meetings. The significance score is moderate.

Norfolk Water Management Partnership. This strategic alliance was established in 2009 and became a strategic forum in 2012. Its purpose is to establish closer working relationships and to share information, knowledge and best practice at an operational level between Flood and Water Management Act 2010 risk management authorities as regards surface water flooding and also to scrutinise the work of Flood and Water Management Act 2010 risk management authorities through a strategic forum. The council's lead officer is Andy Watt and Cllr Bremner is a member of the strategic forum while two other council officers are partnership members. Partners include Environment Agency, Norfolk district councils, internal drainage boards, water companies and Broads Authority with Norfolk County Council taking the lead. The significance score is moderate.

Norwich Arts Centre. This relationship has been defined as a partnership since March 2012, previously it was a grant arrangement. Its purpose is to support provision of a broad range of performing and media arts to the community. The Centre offers a range of participatory workshops and activities that offer good access to the arts. Nikki Rotsos is the council's lead officer. The significance score is moderate.

Norwich Business Improvement District (BID). This partnership was established 1 November 2012. Its purpose is delivering a positive impact on the vitality of our city centre and the success of the businesses within it. Nikki Rotsos is the council's lead officer and Cllr Arthur is a non executive director on the board. The significance score is moderate.

VisitNorwich. This relationship has recently been redefined as a partnership, previously it was a grant arrangement. Its purpose is to market the area locally, regionally, nationally and internationally and to encourage visitors to discover Norwich and the surrounding area. Nikki Rotsos is the council's lead officer. The significance score is moderate.

Writers Centre Norwich. This relationship has recently been redefined as a partnership, previously it was a grant arrangement. Its purpose is to support provision of a range of performing and media arts to the community and pioneer collaborative projects with writers and other partners. The Centre led the successful bid for Norwich to become England's first UNESCO City of Literature, one of only six cities in the world to hold the title. Nikki Rotsos is the council's lead officer. The significance score is major.

Highly significant partnerships

9. In reviewing the partnerships register just one highly significant partnership has been identified again this year, that of the Norwich and HCA strategic partnership
10. Norwich and HCA strategic partnership has been assessed more rigorously for the strength of its governance arrangements, notwithstanding governance arrangements should be proportionate to the risks involved.
11. There has been no change to the list of highly significant partnerships; as this year Norwich and HCA strategic partnership was the only one last year.

Issues to note

12. The majority of partnerships have remained static within their significance bandings. However there is one change worthy of note:

- GNPD has moved from moderate to major significance. The significance of the partnership has increased because part of the Joint Core Strategy has been remitted for further examination and the councils are working together to implement an agreed approach for the collection and investment of the Community Infrastructure Levy.

13. Appendix 2 shows all the partnership scores broken down in relation to the criteria on the scorecard. It is important to analyse scores of the partnerships which are not overall highly significant, in order to flag any individual lines that score highly and may require further focus. In particular, this supports the chief finance officer to review the financial performance of those partnerships which are financially highly significant but not classified as highly significant overall:

- Norfolk and Norwich Festival
- Writers Centre Norwich

However both of these partnerships score very lowly on the other risk element of the scorecard: 'Does the partnership contribute to the management of risks identified on corporate or departmental risk registers?' Only one partnership scores highly for this risk element and it is highly significant overall; Norwich and HCA strategic partnership.

14. Similarly the following partnerships which are not highly significant score a five in relation to the purpose of the partnership: 'Is the Council required to set up the partnership by law or in order to receive additional funding or to meet the requirement of an assessment regime?'

- CityWide board
- Norfolk Community Safety Partnership
- Norfolk safeguarding children board

15. It is encouraging to note that eleven of the partnerships score five in relation to links to corporate priorities: 'To what extent does the partnership contribute to the achievement of priorities in either the corporate plan or a service plan?'

16. The member involvement in partnerships on the register is listed as Appendix 3.

Business relationships and contracts register

17. A copy of the current business relationship and contracts register can be found in Appendix 4.

18. The register contains 102 recurring business relationships and contracts. These are grouped into four relationship categories: significant contracts (11), commissioned services (3), shared services (5) and core services (83).

19. For management and monitoring purposes the business relationships are segmented into platinum (11), gold (20), silver (2) and bronze (68) segments. The segments relate to the degree of managing and monitoring a business relationship or contract is subject to in accordance with the guidelines given in the business relationship and contract management framework.

20. Details of our business relationships and contracts are published on the Improvement East website and are open to public scrutiny.

Integrated impact assessment



NORWICH
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with completing the assessment can be found [here](#). Delete this row after completion

Report author to complete

Committee:	Cabinet
Committee date:	13 March 2013
Head of service:	Russell O'Keefe - Executive head of strategy, people and democracy
Report subject:	Annual review of partnership register and business relationships register
Date assessed:	19 February 2013
Description:	A report to inform cabinet of the outcomes of the annual review of the council's involvement with partnerships and also its business relationships.

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	An overview of the current position regarding our partnerships, business relationships and contracts is useful when developing value for money opportunities.
Other departments and services e.g. office facilities, customer contact	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As above
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An overview of the current position regarding our partnerships, business relationships and contracts is useful when developing economic development strategies and initiatives.
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Managing and monitoring the economic, environmental and social elements of contracts contributes to the sustainability of our procurement.
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments

	Impact			
Risk management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reviewing and monitoring partnerships, business relationships and contracts contributes to reducing associated risks of these activities.

Recommendations from impact assessment	
Positive	
	The annual review of partnerships, business relationships and contracts impacts positively on a number of areas by informing managers of the synergy between different relationships and corporate objectives.
Negative	
	There are no negative aspects identified.
Neutral	
Issues	
	None.

No.	Partnership Name	Type of Partnership	Lead Officer	Department	Lead Authority/Partner	2011-12		2012-13		Contact Number	Email
						Significance Score (%)	Significant Partnership	Significance Score (%)	Significant Partnership		
1	Active Norfolk	Strategic alliance	Martine Holden	Leisure & sports development	Norfolk County Council	53	N	57	N	01603 732331	laurie.hull@norfolk.gov.uk
2	Central Locality Mental Health forum	Strategic Alliance	Rachael Metson	Partnerships Team	NHS Norfolk	20	N	23	N		ewan.williamson@norfolk.nhs.uk
3	Citywide Board	Statutory Partnership	Tracy John	Strategic Housing	Norwich City Council	77	N	77	N		
4	Disabled access business merit	Non Statutory	Jaan Stanton	Environmental health	Norwich Access Group	50	N	50	N		georgesauanders@btinternet.com
5	Food Hygiene Rating Scheme	Non Statutory	Jaan Stanton	Environmental health	Norwich City Council	50	N	50	N		
6	Great Eastern mainline Vision group	NEW Strategic alliance	Tony Jones	City growth & development	New Anglia LEP			27	N	01603 274427	chris.starkie@newanglia.co.uk
7	Greater Norwich Development Partnership	Non Statutory	Jerry Massey	Economic Development	None	60	N	73	N	01603 430484	info@gndp.org.uk
8	Greater Norwich Housing Partnership	Non Statutory	Tracy John	Strategic Housing	District Authorities	70	N	70	N		
9	Greater Norwich Youth Homelessness Forum	Non Statutory	Emma Smith	Private sector housing	Mancroft Advice Project	33	N	33	N	01508 533620	dlawson@s-norfolk.gov.uk
10	Healthier Options NORfolk (HONOR)	Non Statutory	Jaan Stanton	Environmental health	Norwich City Council	33	N	33	N		
11	HEART	Non Statutory	Nikki Rotsos	Culture & comms	Norwich City Council	37	N	30	N		
12	Housing Pre-Court Mediation Scheme	NEW Non Statutory	Andy Bays	Housing	Norwich City Council			30	N		
13	New Anglia Local Enterprise Partnership (LEP)	Strategic alliance	Ellen Tilney	Economic Development	Dr Andy Wood	60	N	60	N	01603 223035	info@newanglia.co.uk
14	Norfolk & Norwich Festival	NEW Not-for-profit organisation	Nikki Rotsos	Culture & comms				70	N		
15	Norfolk Biodiversity Partnership	NEW Strategic alliance	Simon Meek	Citywide services	Norfolk County Council			47	N	01603 222112	haidee.bishop@norfolk.gov.uk
16	Norfolk Climate Change Taskforce	Strategic Alliance	Richard Willson	Environmental Strategy	Norfolk County Council	27	N	27	N	01603 224024	david.walton@norfolk.gov.uk
17	Norfolk Community Safety Partnership	Statutory Partnership	Bob Cronk	Local neighbourhood services	Norfolk County Council	80	N	80	N	01953 423632	shalomj@norfolk.pnn.police.uk
18	Norfolk County Cohesion Strategic partnership	Non Statutory	Bob Cronk/Nadia Jones	Local neighbourhood services	Norfolk County Council	60	N	33	N	07770 684111 (norfolk count	jon.blunkell@norfolk.gov.uk
19	Norfolk Drug and Alcohol Partnership	Statutory Partnership	Bob Cronk	Local neighbourhood services	Norfolk County Council	60	N	60	N	01603 677577	anne-louise.schofield.dat@norfolk.gov.uk
20	Norfolk health & wellbeing board (shadow)	Statutory Partnership	Rachael Metson	Partnerships Team	Norfolk County Council	33	N	33	N	01603 222568	daniel.harry@norfolk.gov.uk
21	Norfolk Housing Alliance	Strategic Alliance	Tracy John	Strategic Housing	Wherry Housing Assoc Trust	40	N	40	N	01603 703 529	mark.jones@circleanglia.org
22	Norfolk Housing Strategic Board	Strategic Alliance	Tracy John	Sdtategic Housing	North Norfolk DC	37	N	30	N	01263 513811	pburton@north-norfolk.gov.uk
23	Norfolk offenders accomodation forum (NOAF)	Non Statutory	Emma Smith	Private sector housing	180degree Norfolk (Norfolk Constabulary)	33	N	33	N	01603 276489	gallantaj@norfolk.pnn.police.uk
24	Norfolk Resilience Forum	Statutory Partnership	Michael Stephenson	Citywide services	Norfolk Constabulary	50	N	60	N	01953 424 908	nrf@norfolk.pnn.police.uk
25	Norfolk Safeguarding Adults Board	Non Statutory	Nigel Andrews	Tenancy support	Norfolk County Council	63	N	63	N		Kelly.O'Donovan@norfolk.gov.uk
26	Norfolk Safeguarding Children Board	Statutory Partnership	Bob Cronk	Local neighbourhood services	Norfolk County Council	76	N	80	N	01603 223335	alister.jones@norfolk.gov.uk
27	Norfolk Waste Partnership	Non Statutory	Adrian Akester	Citywide services	None	37	N	37	N		
28	Norfolk water management partnership	NEW Strategic alliance	Andy Watt		Norfolk County Council			53	N	01603 638081	mark.ogden@norfolk.gov.uk
29	Norfolk Youth Justice Board	Statutory Partnership	Bob Cronk	Local neighbourhood services	Norfolk County Council	60	N	60	N	01603 222020	Chris.small@norfolk.gov.uk
30	Norwich & HCA Strategic Partnership	Legal collaboration agreement	Gwyn Jones	City growth & development	None	97	Y	97	Y		
31	Norwich Arts Centre	NEW Not-for-profit organisation	Nikki Rotsos	Culture & comms				57	N		
32	Norwich Business Improvement District	NEW Not-for-profit organisation	Nikki Rotsos	Culture & comms				53	N		
33	Norwich day care opportunities partnership board	Strategic Alliance	Nigel Andrews	Tenancy support	Norfolk County Council community services	43	N	43	N		karen.knight@norfolk.gov.uk
34	Norwich Fringe Countryside Management Project	SLA + separate decision making body	Simon Meek	Citywide services	Norwich City Council	46	N	53	N		
35	Norwich Integrated care opportunities project	Strategic Alliance	Nigel Andrews	Tenancy support	NHS Norfolk	40	N	40	N	01603 697370	mark.burgis@norfolk.nhs.uk
36	Norwich locality board	Strategic alliance	Laura McGillivray	Chief executive's	Norwich City Council	53	N	57	N		
37	Norwich Research Park (NRP) stakeholder board	Strategic Alliance	Laura McGillivray	Chief executive's	South Norfolk Council	36	N	37	N	01508 533603	sdinneen@S-NORFOLK.GOV.UK
38	Supporting People Commissioning Body	Statutory Partnership	Tracy John	Strategic Housing	Norfolk Supporting People	73	N	67	N	01603 729245/729243	supportingpeople@norfolk.gov.uk
39	VisitNorwich	NEW Not-for-profit organisation	Nikki Rotsos	Culture & comms				63	N		
40	Writers Centre Norwich	NEW Not-for-profit organisation	Nikki Rotsos	Culture & comms				70	N		

Key	Highly significant (81-100)	Moderate signif (41-60)	Non-significant (1-20)
	Major significance (61-80)	Minor significance (21-40)	

Norwich City Council Partnership Scorecard 2012-13

Key
 5 Highly significant
 4 Major significance
 3 Moderate significance
 2 Minor significance
 1 Non significant
Bold = significant partnership
Red = highly significant score (individual)

	LINK TO CORPORATE PRIORITIES - To what extent does the partnership contribute to the achievement of priorities in either the corporate plan (CP) or a service plan.	DECISION MAKING - To what extent does the partnership: • take decisions on behalf of the council or • make decisions which are binding on the council.	PURPOSE OF PARTNERSHIP - Is the council required to set up the partnership by law or in order to receive additional funding or to meet the requirement of an assessment regime eg VFM assessment or any statutory guidance?	PARTNERSHIP COSTS - the Council directly contributes money or resources (incl officer time) to the partnership and / or money is directed through the Council's accounts	CONSEQUENCES OF FAILURE - What are the consequences of partnership failure for the Council (financial/political/reputational)?	RISK - Does the partnership contribute to the management of risks identified on corporate or departmental risk registers?	
1	Active Norfolk	4	3	4	2	3	1
2	Central Locality Mental Health forum	2	1	1	1	1	1
3	Citywide Board	5	4	5	1	4	4
4	Disabled access business merit	3	3	3	1	3	2
5	Food Hygiene Rating Scheme	4	2	4	1	3	1
6	Great Eastern mainline Vision group	2	1	1	1	2	1
7	Greater Norwich Development Partnership	5	4	3	2	4	4
8	Greater Norwich Housing Partnership	5	4	4	2	3	3
9	Greater Norwich Youth Homelessness Forum	2	2	2	1	2	1
10	Healthier Options NORfolk (HONOR)	4	2	1	1	1	1
11	HEART	2	1	1	2	2	1
12	Housing Pre-Court Mediation Scheme	4	1	1	1	1	1
13	New Anglia Local Enterprise Partnership (LEP)	4	3	4	1	4	2
14	Norfolk & Norwich Festival	5	2	4	5	4	1
15	Norfolk Biodiversity Partnership	3	2	3	1	3	2
16	Norfolk Climate Change Taskforce	2	1	1	1	2	1
17	Norfolk Community Safety Partnership	5	4	5	4	3	3
18	Norfolk County Cohesion Strategic partnership	2	2	1	1	2	2
19	Norfolk Drug and Alcohol Partnership	3	3	3	3	3	3
20	Norfolk health & wellbeing board (shadow)	2	4	1	1	1	1
21	Norfolk Housing Alliance	3	1	1	1	3	3
22	Norfolk Housing Strategic Board	2	1	1	1	2	2
23	Norfolk offenders accomodation forum (NOAF)	2	2	2	1	2	1
24	Norfolk Resilience Forum	3	3	4	1	4	3
25	Norfolk Safeguarding Adults Board	5	3	1	2	5	3
26	Norfolk Safeguarding Children Board	5	4	5	3	4	3
27	Norfolk Waste Partnership	2	2	1	2	2	2
28	Norfolk water management partnership	2	4	4	1	3	2
29	Norfolk Youth Justice Board	3	3	3	3	3	3
30	Norwich & HCA Strategic Partnership	5	4	5	5	5	5
31	Norwich Arts Centre	4	2	4	2	4	1
32	Norwich Business Improvement District	4	1	4	2	4	1
33	Norwich day care opportunities partnership board	2	3	1	2	4	1
34	Norwich Fringe Countryside Management Project	4	2	3	2	3	2
35	Norwich Integrated care opportunities project	2	3	1	2	3	1
36	Norwich locality board	4	3	3	2	3	2
37	Norwich Research Park (NRP) stakeholder board	3	1	2	1	3	1
38	Supporting People Commissioning Body	5	3	4	1	3	4
39	VisitNorwich	5	2	4	3	4	1
40	Writers Centre Norwich	5	2	4	5	4	1

Member and 3rd sector links with partnerships 2012-13

	Partnership Name	Portfolio holder	Member appointed to represent the council	Third sector links with the partnership
1	Active Norfolk	Cllr Arthur	Cllr Arthur	Partnership with 6 districts and county council
2	Central Locality Mental Health forum	Cllr Arthur	None	Forum includes third sector members
3	Citywide Board	Cllr MacDonald	None	None
4	Disabled access business merit	none	None	Norwich Access Group
5	Food Hygiene Rating Scheme	Cllr Driver	None	None
6	Great Eastern mainline Vision group	Cllr Bremner	None	None
7	Greater Norwich Development Partnership	Cllr Arthur	Cllrs, Arthur, Bremner, Waters	None
8	Greater Norwich Housing Partnership	Cllr MacDonald	Cllr MacDonald	None
9	Greater Norwich Youth Homelessness Forum	Cllr MacDonald	None	Forum includes third sector members
10	Healthier Options NORfolk (HONOR)	none	None	None
11	HEART	Cllr Arthur	None	
12	Housing Pre-Court Mediation Scheme		None	Norwich Community Law Service
13	New Anglia Local Enterprise Partnership (LEP)	Cllr Arthur	Cllr Waters	
14	Norfolk & Norwich Festival	Cllr Arthur	None	
15	Norfolk Biodiversity Partnership	Cllr Gihawi	None	Partnership includes several 3rd sector members
16	Norfolk Climate Change Taskforce	Cllr Bremner	None	Council Partnership only
17	Norfolk Community Safety Partnership	Cllr Driver		Victim Support
18	Norfolk County Cohesion Strategic partnership	Cllr Driver		Voluntary Norfolk
19	Norfolk Drug and Alcohol Partnership	Cllr Driver		Various providers
20	Norfolk health & wellbeing board (shadow)	Cllr Arthur	Cllr Arthur	Forum includes third sector members
21	Norfolk Housing Alliance	None	None	Registered providers
22	Norfolk Housing Strategic Board	none	None	None
23	Norfolk offenders accomodation forum (NOAF)	Cllr MacDonald	None	Forum includes third sector members
24	Norfolk Resilience Forum	Keith Driver	None	List previously provided
25	Norfolk Safeguarding Adults Board	Cllr MacDonald	None	Age UK Norfolk, Norfolk link
26	Norfolk Safeguarding Children Board	Cllr MacDonald		Momentum
27	Norfolk Waste Partnership	Keith Driver	None	
28	Norfolk water management partnership			
29	Norfolk Youth Justice Board	None		None
30	Norwich & HCA Strategic Partnership	Cllr Arthur	Cllr Waters	Cllr McDonald
31	Norwich Arts Centre	Cllr Arthur	None	
32	Norwich Business Improvement District	Cllr Arthur	Cllr Arthur	
33	Norwich day care opportunities partnership board	Cllr MacDonald	None	Age Uk Norwich
34	Norwich Fringe Countryside Management Project	Cllr Gihawi	Cllr Grenville	Works extensively with 3rd sector bodies
35	Norwich Integrated care opportunities project	Cllr MacDonald	None	Age UK Norwich
36	Norwich locality board	Cllr Arthur	Cllr Arthur	Voluntary Norfolk
37	Norwich Research Park (NRP) stakeholder board			
38	Supporting People Commissioning Body	Cllr MacDonald	Cllr MacDonald	None
39	VisitNorwich	Cllr Arthur	Cllr Arthur	
40	Writers Centre Norwich	Cllr Arthur	None	

Business relationship and contract register

The table below lists all current recurring contracts and segments and indicates which segment they are in for the purposes of contract management:

Platinum		High spend (over £500k) high criticality
Gold		Low spend (under £500k) high criticality
Silver		High spend (over £500k) low criticality
Bronze		Low spend (under £500k) low criticality

Ref	Title	Current Supplier	Value pa (£k)	Category	Segment
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Significant Contracts

9035	Planned housing upgrades	Fosters Property Maintenance Ltd	12,000	Significant	Platinum
9028	Housing repairs and maintenance	Norse Commercial Services Ltd	7,500	Significant	Platinum
9085	Grounds maintenance, street cleansing & arboriculture	Biffa Municipal Ltd	5,000	Significant	Platinum
9169	Highways environmental services	Norfolk County Council	4,300	Significant	Platinum
1322/3	Replacement UPVC doors and windows	Anglian Windows	3,750	Significant	Platinum
9083	Waste, Refuse & Recycling	Biffa Municipal Ltd	3,420	Significant	Platinum
9151	Commercial Property Asset Management	NPS Norwich Ltd	2,200	Significant	Platinum
1326	Gas Servicing – housing	Gasway Services Ltd	1,200	Significant	Platinum
9036	Housing Electrical & Mechanical repairs	Alphatrack Systems Ltd	1,117	Significant	Platinum
0043	Non Housing Building Maintenance	Norse Commercial Services Ltd	1,100	Significant	Platinum
9059	Riverside Leisure Complex Management	DC Leisure Management Ltd	42	Significant	Gold

Commissioned Services

9045	Rough Sleeper Outreach Service	St Martins Housing Trust	96	Commissioned	Gold
9049	Domestic Abuse & Violence Outreach Service	Leeway Domestic Violence & Abuse Services	90.7	Commissioned	Gold
9038	Housing – Tenant Talkback Panel	Red Quadrant Ltd	35	Commissioned	Bronze

Ref	Title	Current Supplier	Value pa (£k)	Category	Segment
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Shared Services

9136	ICT and Financial Services	Local Government Shared Service	8,000	Shared Service	Platinum
9134	Legal Services	Norfolk Public Law (nplaw)	400	Shared Service	Gold
	Architectural Services	Norfolk County Council	200	Shared Service	Bronze
9132	Night Stop Plus (City Centre bus care for teenagers)	YMCA	90	Shared Service	Gold
	Building Control Services	CNC Building Control	87.3	Shared Service	Bronze

Core Services

0068	Bus Shelter Advertising – 15 years	Clear Channel UK	Income	Core	Bronze
0095	Temporary Bar Facilities – Events	Wallace Outside Bars	Income	Core	Bronze
0221	Catering – St Andrews Hall	Chameloen Catering	Income	Core	Bronze
	MRF Waste Management	NEWS – Joint procurement with other councils	Income	Core	Gold
9138	Electricity provision	ESPO Energy Matters	700	Core	Silver
9141	Municipal Insurance	Zurich Municipal	540	Core	Silver
	Communal Digital Aerial Upgrades & rental	Stanley Security Solutions – Europe Ltd	400	Core	Bronze
9074	Printing Services	Framework of 6 suppliers in 4 categories	300	Core	Bronze
0041	Interim Accommodation	Spixworth Motel and Petit Port Guest House	300	Core	Gold
9088	Housing drain & sewer repairs & renovation	UKDN Ltd	270	Core	Bronze
9075	Stairlifts – Installation	Stannah Lift Services Ltd	250	Core	Gold
0019	Cash Collection	G4S (Formally Securicor)	150	Core	Bronze
9018	Decorating Vouchers	B&Q (through PFH contract) & Homebase	135	Core	Bronze
9050	Housing civil engineering consultancy (planned)	Alan Conisbee & Associates	120.2	Core	Bronze
9032	Tenants Contents Insurance	Jardine Lloyd Thompson Group (JLT)	120	Core	Gold
9021	Housing civil engineering consultancy (responsive)	JP Chick & Partners Ltd	118.4	Core	Bronze

Ref	Title	Current Supplier	Value pa (£k)	Category	Segment
9064	Pool Cars	Automotive Leasing Ltd	118	Core	Bronze
0045	Multi Storey Car Park Cleaning	Norse Commercial Services Ltd	106	Core	Bronze
9137	Gas provision	ESPO Energy Matters	100	Core	Bronze
0026	Temporary Staff framework	Reed, Select, Staff Call	100	Core	Bronze
9006	Interim Accommodation - Chaotic	Not let – currently procured on an ad hoc basis	100	Core	Gold
0020	Civic building cleaning	Norse Commercial Services	90	Core	Bronze
0072	Security Guarding for Car parks	Broadland Guarding Ltd	88	Core	Bronze
1332	Asbestos Management surveys-housing	Armstrong York	60	Core	Bronze
9014	Business Travel Services	1 st Goldstar Taxis	52	Core	Bronze
0033	Banking	Co-operative Bank	50	Core	Bronze
0037	Gardening Services	Mow and Grow Limited	50	Core	Bronze
0001	Sheltered Housing Laundry Rental	JLA Ltd	50	Core	Bronze
0020	Public Amenity cleaning	Sherwood Cleaning Group Ltd	47	Core	Bronze
0156	Trade Waste Disposal incl Market waste	Viridor	45	Core	Bronze
0087	Kennelling	Norstead Hall	42	Core	Bronze
1342	Fireworks Display 2011-2013	Pains Fireworks, Kimbolton	39	Core	Bronze
0003	Lift Maintenance – City Hall, Tower Blocks etc	Otis Ltd	37	Core	Gold
9034	Payroll Services	Arvato Government Services	35	Core	Gold
0093	Portable Toilets – Events	Holden Portable Toilets	32	Core	Bronze
0109	Gas Audits (B109)	Pennington Choices	31	Core	Gold
9070	Sheltered Housing Flooring	Standing List (7 suppliers)	30	Core	Bronze
9077	Disposal of Green Waste Services	Norfolk Environmental Waste Service Ltd	30	Core	Gold
9107	Corporate Rail Travel	Portman Travel (via Pro5 agreement)	30	Core	Bronze
9033	Road Closures – NCFC	J Fulton Civil Engineering Ltd	25	Core	Bronze
9108	CCTV Maintenance	Quadrant Security Group	23.8	Core	Gold
0071	NCAS Alarm Maintenance and support	Jontek Ltd	23	Core	Gold
9067	Window Cleaning – Housing Communal Areas	Stulee Ltd	22	Core	Bronze
0129	Barriers – Events	Eastern Counties Access Solutions	21	Core	Bronze

Ref	Title	Current Supplier	Value pa (£k)	Category	Segment
9037	Translation Services	Intran (County Agreement)	20	Core	
0115	Water Testing for Communal Areas (0115)	Integrated Water Services	20	Core	Bronze
0227	Debt Collection & Bailiffs Service	Equita, Moorcroft, Rossendale	20	Core	Bronze
0214	Provision of Occupational Health	N&N University Hospital – Centre for Occupational Health	19	Core	Bronze
0145	Car Park Machine Maintenance – Off Street Car Parks	Zeag UK	19.5	Core	Bronze
1559	Disabled toilet requirements	Total Hygeine	18.6	Core	Gold
9016	Standing list – Countryside Conservation works	Standing list of 5 suppliers: Peter Frizzell, Conservation Works Ltd and Keystone Environmental	18	Core	Bronze
0145	Car Park Machine Maintenance – MSCPs	Zeag UK	17	Core	Bronze
9070	Housing Options Allocation Scheme Software	Abritas	16.2	Core	Gold
0146	HR Self Service Software System	Transversal Corporation Ltd	16	Core	Gold
0015	Counselling & Employee Support Services	BUPA	14	Core	Gold
0090	Security Framework – Events	Eventguard, Norwich Premier Security	14	Core	Bronze
0128	PA Services – Events	Coastal Audio	14	Core	Bronze
9125	Big Screen – Chapelfield SLA	LOCOG	13	Core	Bronze
0094	Marquees – Events	First Choice Marquees	13	Core	Bronze
0091	Generators – Events	Gofer	12	Core	Bronze
0032	Stationary Framework – Ink & Toners	Ian Smith	11	Core	Bronze
0217	Floral container provision & maintenance	Hockering Nurseries	11	Core	Bronze
1561	Community Mediation Service	Catch22 Charity Limited	8.75	Core	Bronze
9023	Non housing property – asbestos testing	MIS Environmental Ltd	8	Core	Bronze
0092	Staging – Events	HPSS	8	Core	Bronze
0156	Data Shredding	PHS	7	Core	Bronze
9015	Playground Equipment Inspections	The Play Inspection Company	7	Core	Bronze
0064	Performance Management Software	SunGard Public Sector Ltd	6	Core	Bronze
0091	Lighting – Events	HPSS	5	Core	Bronze
0144	Funeral Arrangements	Peter Taylor Funeral Services	4	Core	Gold

Ref	Title	Current Supplier	Value pa (£k)	Category	Segment
0032	Stationary Framework – General	Banner Business Supplies	3	Core	Bronze
9145	TIC Till Maintenance and Servicing	Eastern Cash Registers	3	Core	Bronze
0091	Communications – Events	Ninehundred Communications Ltd	3	Core	Bronze
9154	Online Cycle Route Planning System	CycleStreets Ltd	2.5	Core	Bronze
0066	AV Equipment Maintenance (Mancroft Rm) + Maintenance Agreement	Snelling Business Systems	1.4	Core	Bronze
9110	Bottled water for meeting rooms	The Norfolk Water Company	1.2	Core	Bronze
0092	Tracking – Events	Eve Trakway	1.05	Core	Bronze
0033A	Corporate Purchase Card	Co-operative Bank	0	Core	Bronze
0330	Specialty Markets – Events	Market Square Group	0	Core	Bronze
0136	Provision of MOT/Taxi Licensing Services	Yamel Ltd (Delmonte Garage), Dolphin Test Centre & MOT 610	0	Core	Bronze
9122	Supply of Ordnance Survey Map Data for the GIS System	GeoPlace LLP	0	Core	Bronze
9164	Banner Advertising – Licensing	Bay Media (Outdoor) Ltd	0	Core	Bronze
9163	Vending Machine for Café Area	NVCS Ltd	0	Core	Bronze