

Report to Cabinet
14 March 2018
Report of Strategy manager
Subject An overview of external relationships, contracts and grants

Item

12

KEY DECISION

Purpose

To review planned and current relationships with external organisations: including contracts, partnership arrangements and grants in kind for 2017-18 and grants for 2018-19.

Recommendation

To note the partnerships and business relationships and contracts registers, as well as the grants to be awarded for 2018-19.

Corporate and service priorities

The report helps to meet all the corporate priorities.

Financial implications

All arrangements funded within existing budgets.

Ward/s: All Wards

Cabinet member: Councillor Waters - Leader

Contact officers

Adam Clark, strategy manager 01603 212273

Tracy Woods, business relationship and procurement manager 01603 212140

Background documents

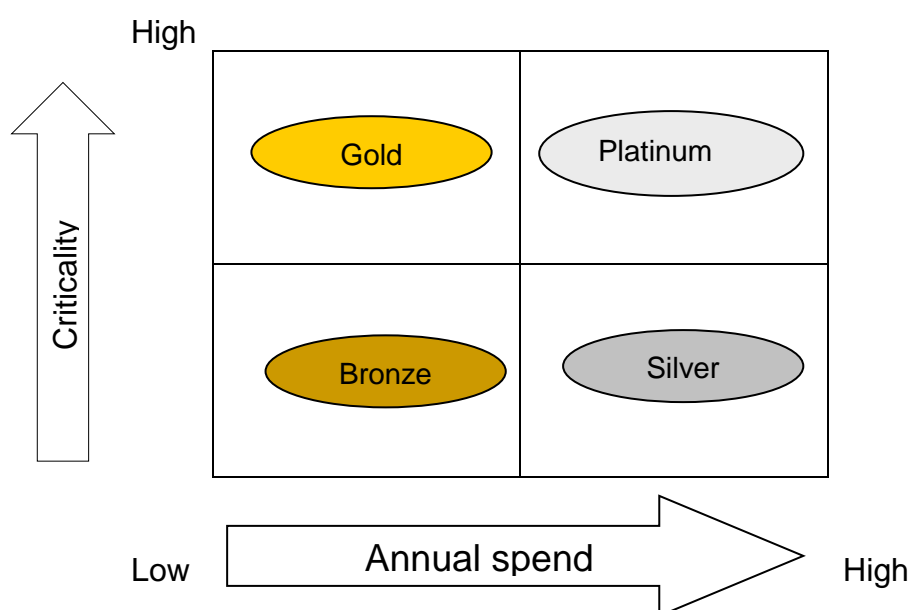
None

Background

1. This report provides an overview of the council's formal relationships with external agencies, focusing mainly on commissioned services. It collates the current and proposed contractual, partnership and grant relationships across the council in one central place. This ensures a transparent and comprehensive picture for decision makers. Analysis is below, with detailed information in the Appendices. Bearing in mind the number of partners and contractors we work with, this is an overview and therefore further information is available upon request. Some information is for the previous financial year, others are intended for the coming financial year.

Contract management

2. Contract managers are required to carry out contract monitoring.
3. Each contract is categorised by the service area using the matrix below:









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

4. On an annual basis the contract managers for the platinum and gold contracts complete and return to the procurement team a contract performance review checklist.
5. Following a review of all contracts on the register the numbers of contracts that fall within the platinum and gold categories have increased.
6. There are:
 - 18 'platinum' = high spend (over £500k) and high criticality business relationships and contracts

- 45 'gold' = low spend (under £500k) and high criticality business relationships and contracts

Appendices 1 and 2 outline the values of the platinum and gold business and contract relationships in place.

- The table below shows the RAG status of the 13 contract performance review checklist returns received for the platinum contracts to date together with their direction of travel compared to 2016/2017.

	83%	
	13%	
	4%	

- Contract managers will have agreed measures in place with the relevant contractors to achieve improvements for the red or amber responses. These areas in particular will be highlighted at client contractor performance review meetings.

Partnerships Register

- The register now records 35 partnership arrangements and their corresponding partnership significance score which is the same as last year. Two partnerships have been removed and two added.

Partnerships removed

Norfolk Biodiversity Partnership

- At the 2016-17 review this partnership's significance had changed from moderate to minor. During 2017-18 it has changed further and has now become a networking group so has been removed from the register.

Norwich Locality Board

- The formal decision to end Norwich Locality Board was taken in April 2017 although there had been no board meetings since April 2016. Meeting attendance had fallen and members had not identified an ongoing work programme. The board had an integral role in developing both the Norwich Youth Advisory Board and the Healthy Norwich board.

Partnerships added

Norfolk domestic abuse and violence board (DAVSB)

- This board seeks to address the issues of domestic abuse and sexual violence, on behalf of the County community safety partnership (CCSP), informed by people

with lived experience, to reduce risk to victims. DASVB also holds authority on key decisions of the Norfolk Penta Board. The board is chaired by the Director of Public Health and the council's lead officer is Jo Sapsford, Early intervention and community safety manager. Other members of the board represent statutory and voluntary organisations. The partnership scores as moderately significant.

Norfolk Penta Board

13. This board was established in April 2017 to govern the development and delivery of approx £2M of domestic abuse support services for Norwich from 2017 - 2022 as part of a pilot 'Beacon Project' in partnership with SafeLives. The project sponsor is the Director of Public Health and the council's lead officer is Jo Sapsford, Early intervention and community safety manager. Members of the board represent relevant service areas of Norfolk County Council, Norfolk Police and Norfolk Police and Crime Commissioner. The partnership scores with major significance.

Highly significant partnerships

14. Through implementing the corporate governance framework the council has identified just one highly significant partnership this year:

- Norfolk Safeguarding Children Board (NSCB)

15. This highly significant partnership will be assessed more rigorously for the strength of its governance arrangements, taking into consideration that governance arrangements should be proportionate to the risks involved.

Analysis of partnerships which are not highly significant

16. The majority of partnerships have remained static within their significance bandings with only one change which is that Norwich & HCA Strategic Partnership has changed from highly significant to major significance. This is mainly due to there being no direct funding involved now. Norwich City Council has spent all HCA money and delivered everything contracted to do so there is no risk of having to pay back any funding.

17. Appendix 3 shows all the partnership register total significance scores, including their banding according to level of significance. 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:

- Greater Norwich Growth Board
- New Anglia Local Enterprise Partnership (LEP)
- Norfolk and Norwich Festival
- Writers Centre Norwich

18. 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?’

- Norfolk Community Safety Partnership
- Norfolk Penta Board
- Norfolk Safeguarding Adults Board
- Norwich & HCA Strategic Partnership

19. Nineteen of the 35 partnerships on the register score four or 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?’
20. Norfolk Penta Board is the only partnership which is not highly significant overall, but scores a five in relation to taking decisions on behalf of, or which are binding on, the council. It should also be noted that although Norfolk Waste Partnership only scores a two, it does influence how services are provided by the council and how much the council spends providing those services.
21. Writers Centre Norwich is the only partnership which is not highly significant but scores a five in relation to the consequences (financial, political or reputational) for the council of partnership failure.
22. Norwich Fringe Project is the only partnership which is not highly significant but scores a five in relation to the partnership’s contribution to the management of risks identified on corporate or departmental risk registers. This is an increase from last year due to the partnership taking on the role of managing the council’s natural areas.

Direct financial contributions

23. The exact amount of direct financial contribution the council makes to each partnership can be seen in Appendix 4 (partnerships with no financial contribution are not listed). The total sum contributed in 2017-18 compared to 2016-17 has increased by just over £80,000. This is largely due to a contribution of £40,460 to the Norfolk Domestic Abuse and Violence Board which is new to the register this year, and a higher contribution (£50,000 in 2016-17 and £95,000 in 2017-18) towards the joint team who are updating the Greater Norwich Local Plan, in addition to the usual contribution to the Greater Norwich Growth Board.

Voluntary, community and social enterprise sector grants

24. A total of £245,500 has been made available in annual grants to voluntary, community and social enterprise (VCSE) sector organisations for 2018-19. This includes one grant which has been extended from 2017-18. There have been nine new awards as part of the annual grants programme; details of these can be found in Appendix 5. A small number of additional awards may be made following the outcome of ongoing discussions as part of the application review process; details of these will be included in the final report on the council’s website.
25. Many of the awards are to cross-cutting projects which deliver on a number of council priorities. Further details of the projects funded are included within Appendix 5.

26. Small grants and partnership organisations have not been included in the breakdown of grants in Appendix 5. Small grants are for £500 or less are agreed twice a year and listed on the website when awarded.
27. Additionally we provide grants 'in kind' to the value of £37,609, which cover 32 separate arrangements ranging in value from £31 to £8,519. Under these arrangements we provide 'in kind' support to a range of VCSE organisations through such things as officer time, use of buildings and parking space. These are outlined against service areas in Appendix 6. This is an increase in value than in the previous year, owing to three new large value 'in kind' arrangements in 2017-18.

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:	14 March 2018
Director / Head of service	Adam Clark
Report subject:	An overview of external relationships, contracts and grants
Date assessed:	16 February 2018
Description:	A register of intended relationships and funding for external organisations

	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"/>	Value for money remains a criteria for assessment of all relationships within this report
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Continued funding of a new model of financial inclusion delivery
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Through commissioning grants and contracts to organisations promoting welfare and well being of vulnerable residents
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Through commissioning grants and contracts to organisations promoting welfare and well being of vulnerable residents
Health and well being	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Through commissioning grants and contracts to organisations promoting welfare and well being of vulnerable residents

	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"/>	Specific grants to support cohesion agenda and the corporate 'fair city' priority.
Eliminating discrimination & harassment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Specific grants to support cohesion agenda and the corporate 'fair city' priority.
Advancing equality of opportunity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Specific grants to support cohesion agenda and the corporate 'fair city' priority.
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Specific grant around city access
Natural and built environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Grants and partnerships related to natural and built environment
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendations from impact assessment

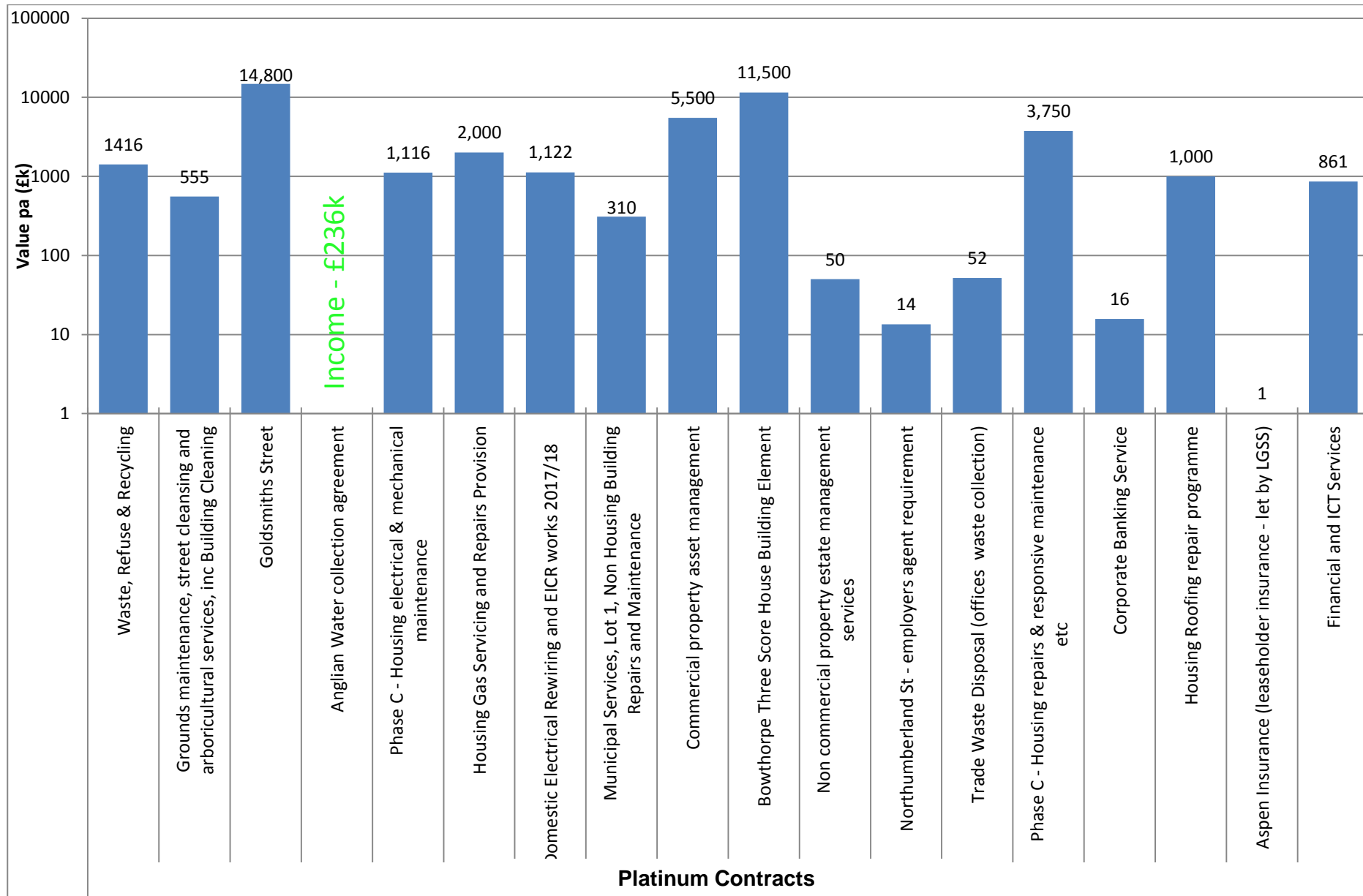
Positive

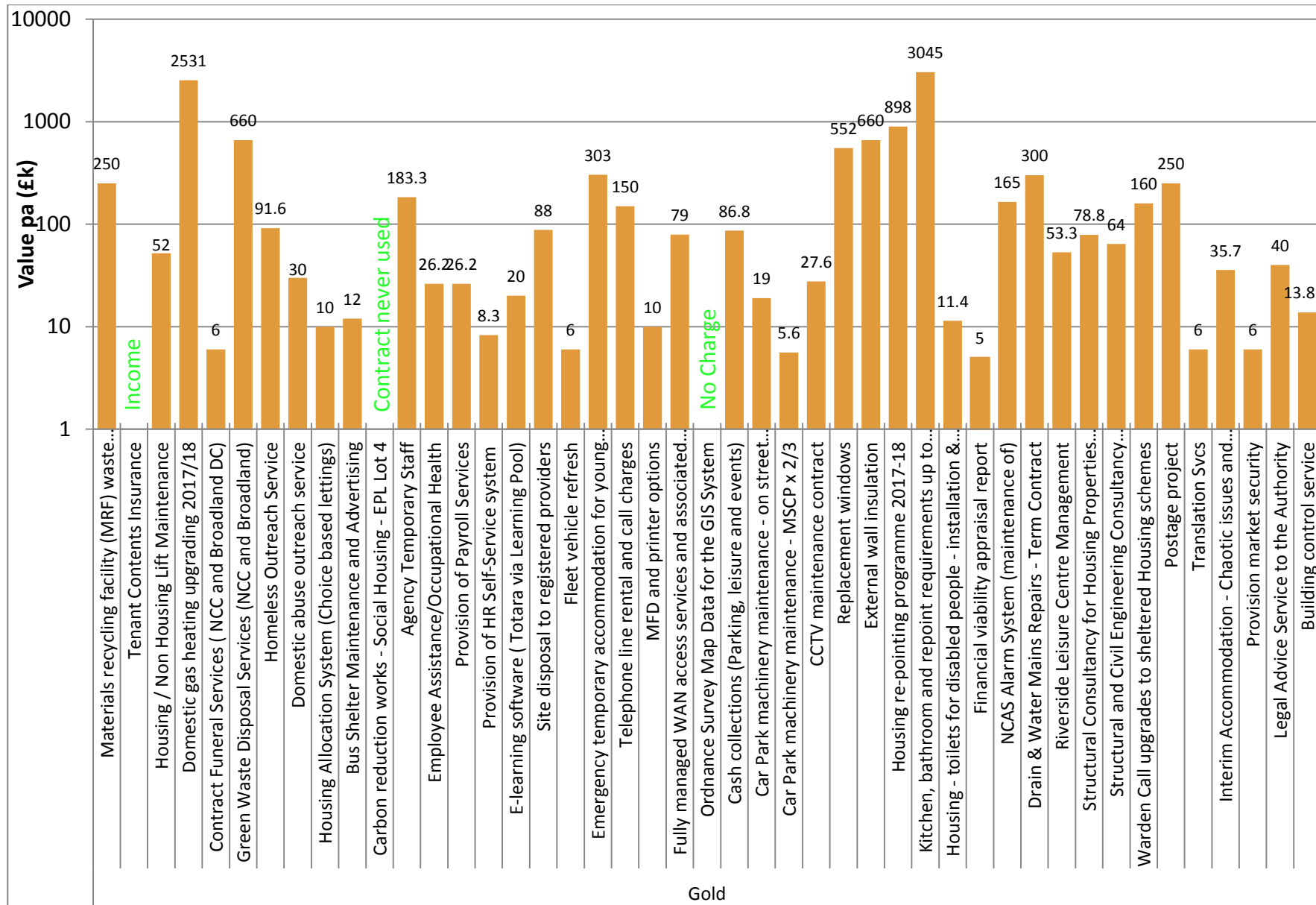
Ensure grants and partnerships processes continue to reflect wider relevant strategies, including reducing inequalities, environmental policy and Healthy Norwich. Explore opportunities to ensure greater cohesion between grants, partnerships and other council activities.

Negative

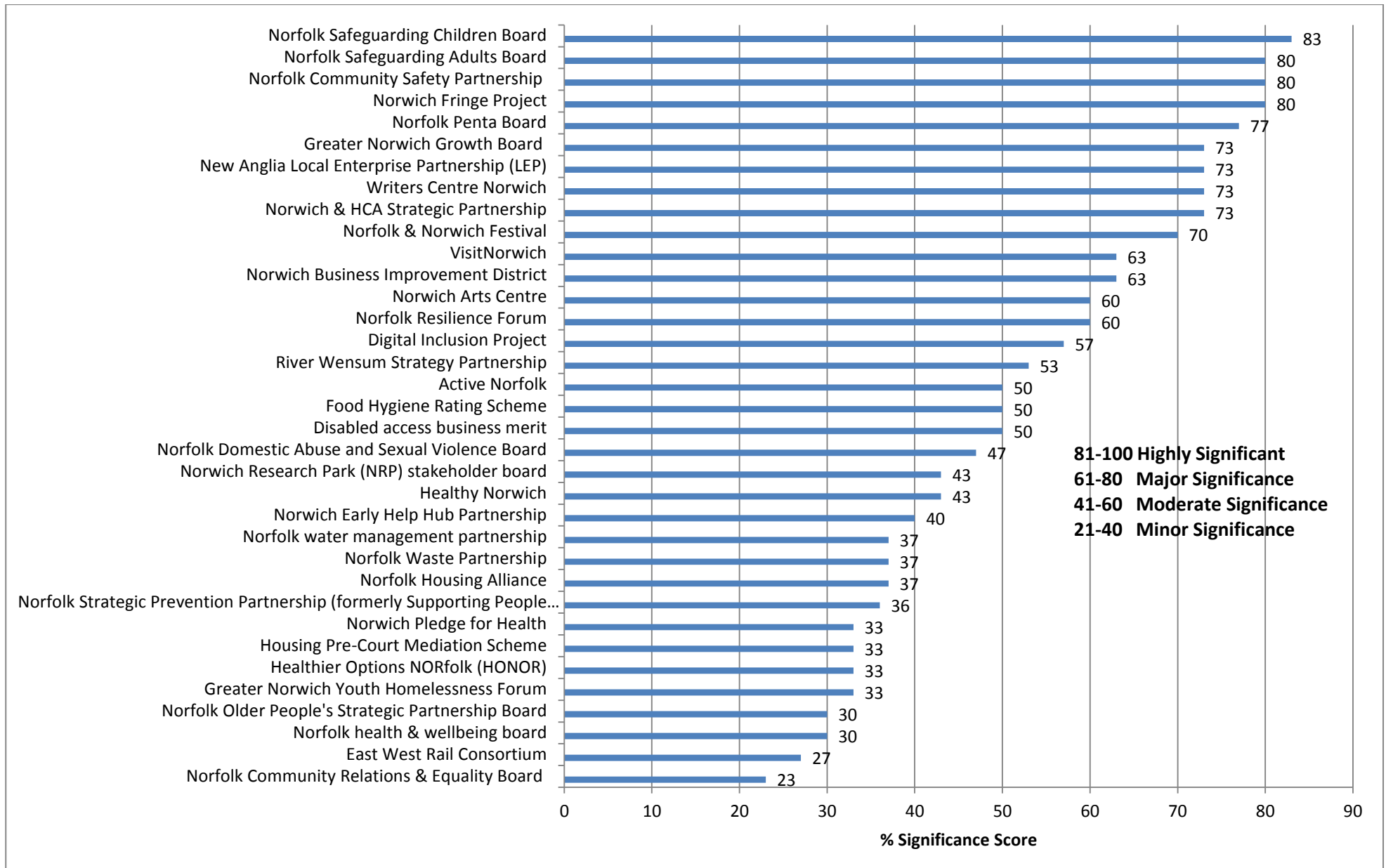
Neutral

Issues

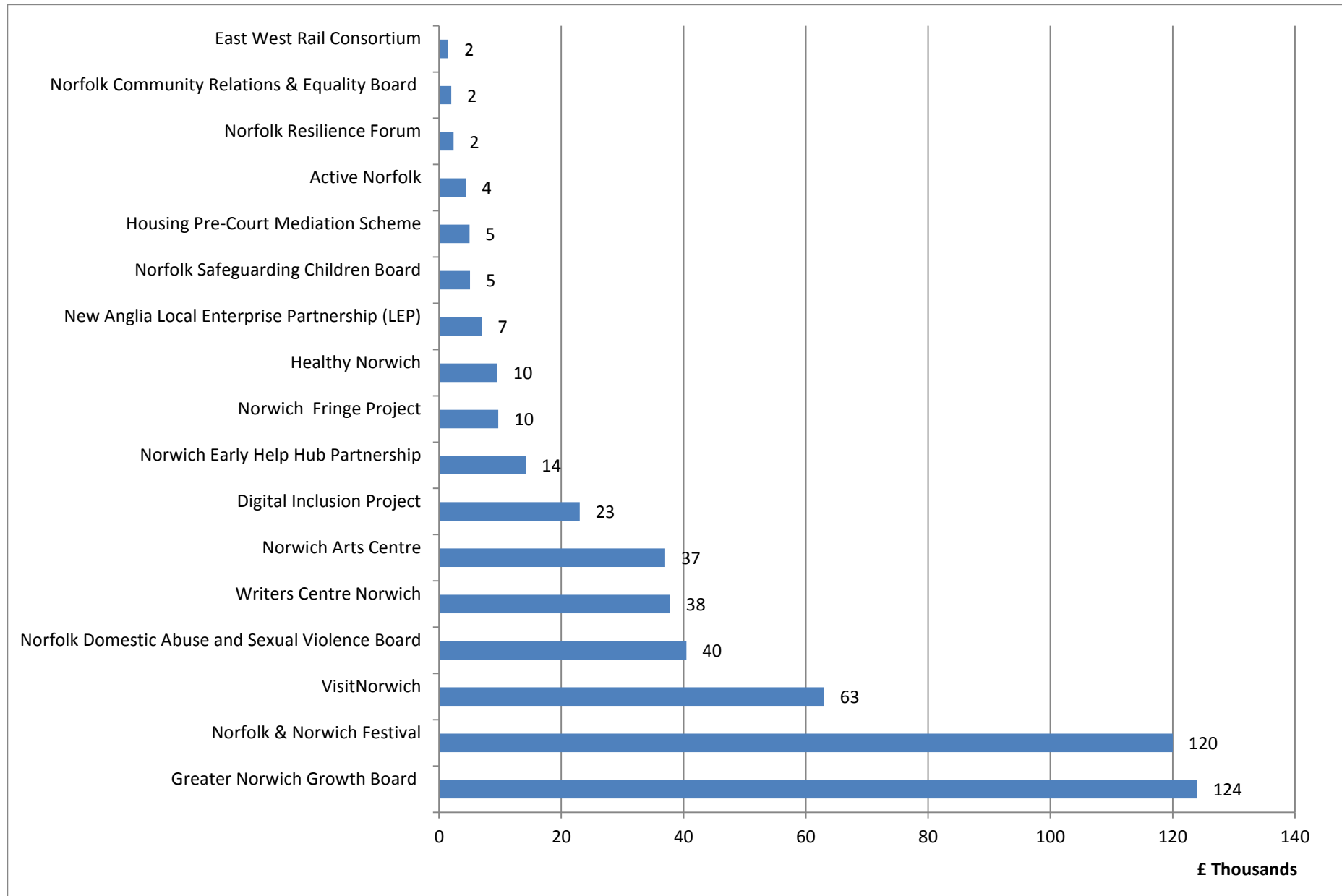




Partnerships register significance score 2017-18 (%) - Appendix 3



Direct financial contribution made to the partnership 2017-18 - Appendix 4



Sums shown in the **Award** column are just for this year.

Organisation	Period of award	Activity	Award
Britten Sinfonia	1 April 2018 to 31 March 2019	A grant to contribute towards core costs of delivering the orchestra lunchtime and evening series of concerts in Norwich and creative learning activity in the community.	£10,000
Financial Inclusion Consortium (Age UK Norwich, Citizens Advice Norfolk, Equal Lives, Mancroft Advice Project, Norfolk Community Law Service and Shelter)	1 April 2018 to 31 March 2019	A grant to work in partnership to deliver a range of social welfare advice, casework and representation services in order to reduce financial and social exclusion and inequalities.	£169,000
Norwich Access Group	1 April 2018 to 31 March 2019	To support a local advocacy group of disabled people who are actively involved in trying to improve access for disabled people to all aspects of life in the city of Norwich and surrounding area.	£750
Norwich Door to Door	1 April 2018 to 31 March 2019	A contribution to fund core costs to deliver a subsidised 'dial a ride' type accessible bus transport, to disabled children and adults and older mobility impaired people.	£32,000
Norwich Independent Living Group	1 April 2018 to 31 March 2019	A contribution to core funding to promote the group and their activities among the wider population of Norwich. In particular, NILG aim to ensure that all disabled people and their families, carers and support networks are aware of the group and know how membership can benefit them and support them to live independently	£750
Norwich Puppet Theatre	1 April 2018 to 31 March 2019	A grant to support the only puppet theatre in England outside of London in its ongoing linked education and production programme.	£10,000
Sue Lambert Trust	1 April 2018 to 31 March 2019	A grant to support core costs of providing a helpline and counselling service for men and women survivors of sexual abuse, past and present.	£7,000
The Forum Trust	1 April 2018 to 31 March 2019	To support the Heritage Open Days festival programme in September	£6,000
The Garage Trust	1 April 2018 to 31 March 2019	To support core programme delivery and venue operation between April 2018 and March 2019	£10,000

