Stockton-on-Tees BOROUGH COUNCIL
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People Select Committee

Agenda

Date:
Monday 2 November 2026 at 2.00 pm

Venue:
Council Chamber, Dunedin House, Columbia Drive, Thornaby, Stockton-on-Tees TS17 6BJ

Cllr Marilyn Surtees (Chair)
Cllr Paul Weston (Vice-Chair)

Cllr John Gardner, Cllr Niall Innes, Cllr Eileen Johnson, Cllr David Reynard, Cllr Hugo Stratton, Cllr Sylvia Walmsley and Cllr Barry Woodhouse

Agenda

1. Live Streaming

This meeting will be filmed for live and / or subsequent broadcast on the Council's website. The whole of the meeting will be filmed, except where there are confidential or exempt items, and the footage will be on the website for 12 months. A copy of it will also be retained in accordance with the Council's data retention policy.

If you attend and make a representation to the meeting, you will be deemed to have consented to being filmed. When admitted to the Council Chamber you are also consenting to being filmed and to the possible use of those images and sound recordings for livestreaming and / or training purposes. If you do not wish to have your image captured, please contact Democratic Services prior to attending the meeting.

If there are any technical difficulties with the livestreaming, the meeting will still proceed.

2. Evacuation Procedure (Pages 7 - 10)

3. Apologies for Absence

4. Declarations of Interest

5. Minutes (Pages 11 - 16)

To approve the minutes of the last meeting held on 5th October 2026.

6. Scrutiny Review of Procurement and Tendering Processes (Pages 17 - 48)

7. Action Plan for Agreed Recommendations - Review of Post-16 Provision(Pages 49 - 56)

8. Progress Update - Scrutiny Review of Disabled Facilities Grants (Pages 57 - 66)

9. Chairs Update and Work Progamme 2026 - 2027 (Pages 67 - 68)



Jonathan Nertney
Head of Democratic Services
Friday 23 October 2026

Members of the Public - Rights to Attend Meeting

With the exception of any item identified above as containing exempt or confidential information under the Local Government Act 1972 Section 100A(4), members of the public are entitled to attend this meeting and/or have access to the agenda papers.

Persons wishing to obtain any further information on this meeting, including the opportunities available for any member of the public to speak at the meeting; or for details of access to the meeting for disabled people, please.

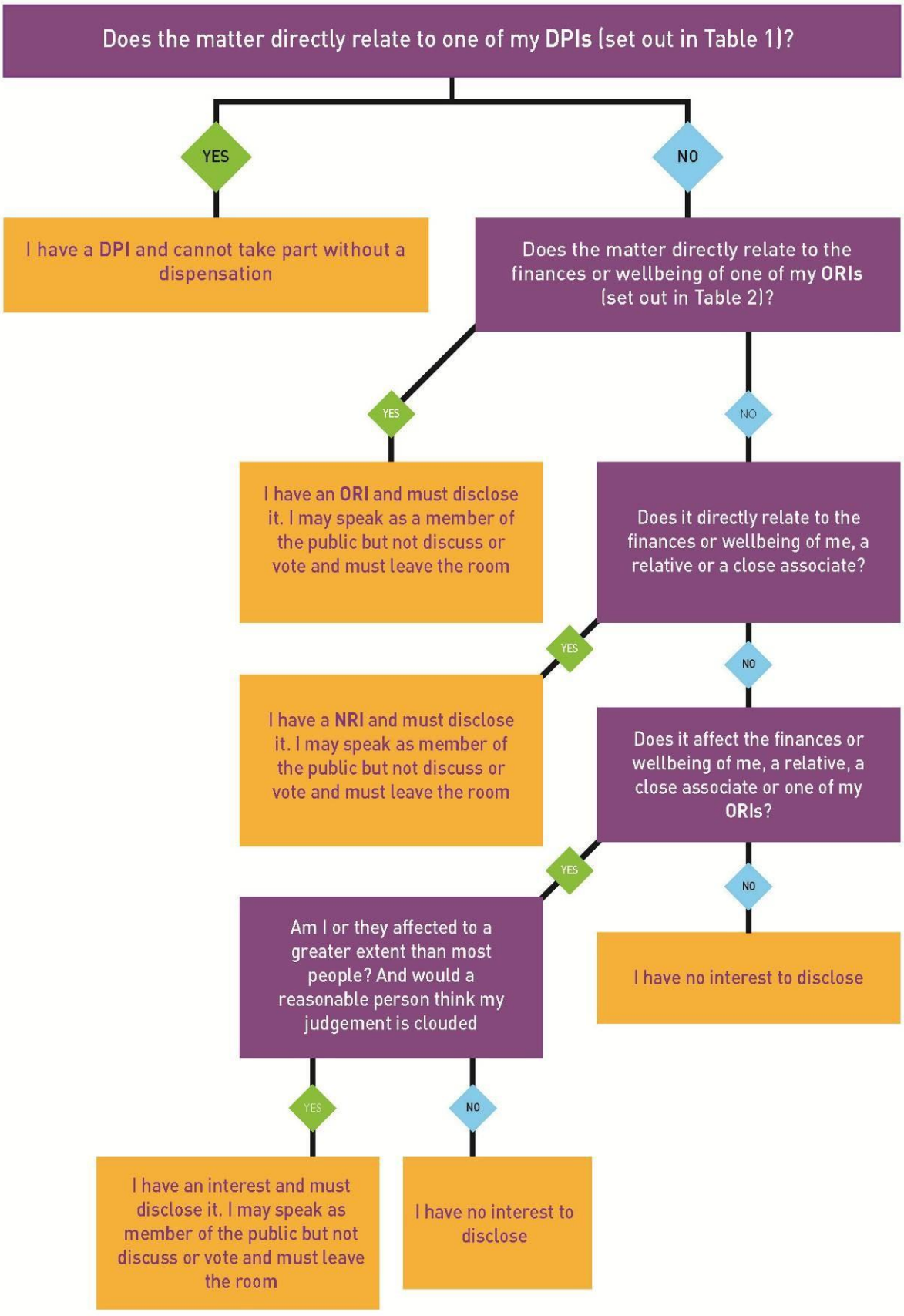
Contact: Scrutiny Officer Michelle Gunn on email michelle.gunn@stockton.gov.uk

Stockton-on-Tees BOROUGH COUNCIL

Key – Declarable interests are :-

- Disclosable Pecuniary Interests (DPI's)
- Other Registerable Interests (ORI's)
- Non Registerable Interests (NRI's)

Members – Declaration of Interest Guidance



Stockton-on-Tees BOROUGH COUNCIL

Table 1 - Disclosable Pecuniary Interests

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.
Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2 – Other Registerable Interest

You must register as an Other Registrable Interest:

a) any unpaid directorships

b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority

c) any body

(i) exercising functions of a public nature

(ii) directed to charitable purposes or

(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

Council Chamber, Dunedin House
Evacuation Procedure & Housekeeping

Entry

Entry to the Council Chamber is via the Council Chamber entrance indicated on the map below.



In the event of an emergency alarm activation, everyone should immediately start to leave their workspace by the nearest available signed Exit route.

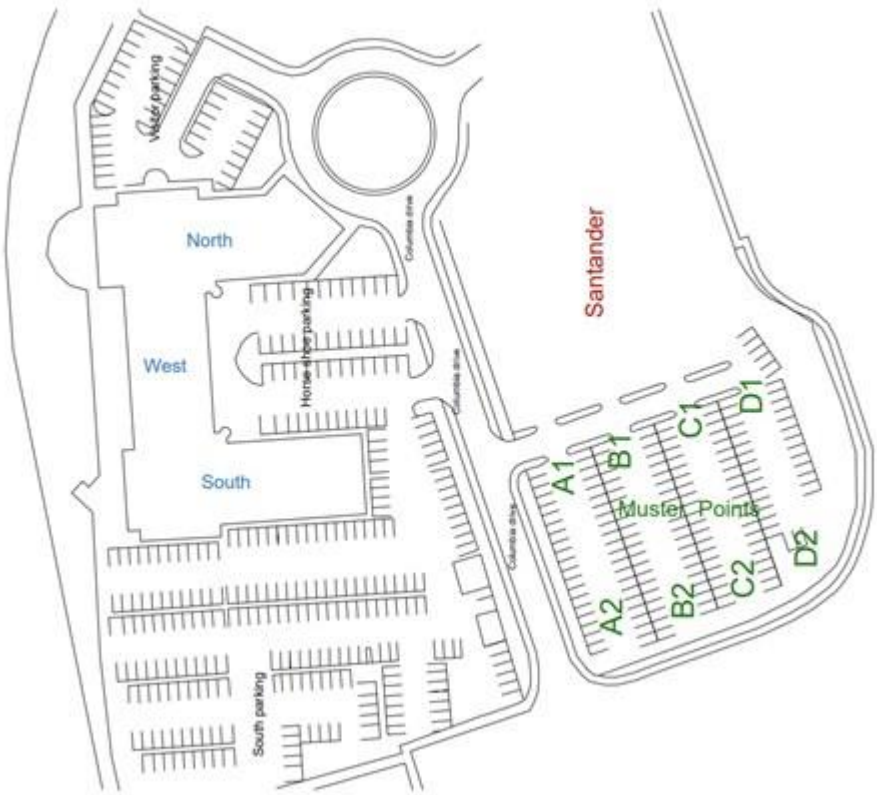
The emergency exits are located via the doors on either side of the raised seating area at the front of the Council Chamber.

Fires, explosions, and bomb threats are among the occurrences that may require the emergency evacuation of Dunedin House. Continuous sounding and flashing of the Fire Alarm is the signal to evacuate the building or upon instruction from a Fire Warden or a Manager.

The Emergency Evacuation Assembly Point is in the overflow car park located across the road from Dunedin House.

The allocated assembly point for the Council Chamber is: D2

Map of the Emergency Evacuation Assembly Point - the overflow car park:



All occupants must respond to the alarm signal by immediately initiating the evacuation procedure.

When the Alarm sounds:

1. **stop all activities immediately**. Even if you believe it is a false alarm or practice drill, you MUST follow procedures to evacuate the building fully.

2. **follow directional EXIT signs** to evacuate via the nearest safe exit in a calm and orderly manner.

    - do not stop to collect your belongings
    - close all doors as you leave

3. **steer clear of hazards**. If evacuation becomes difficult via a chosen route because of smoke, flames or a blockage, re-enter the Chamber (if safe to do so). Continue the evacuation via the nearest safe exit route.

4. **proceed to the Evacuation Assembly Point.** Move away from the building. Once you have exited the building, proceed to the main Evacuation Assembly Point immediately - located in the **East Overflow Car Park**.

    - do not assemble directly outside the building or on any main roadway, to ensure access for Emergency Services.

5. **await further instructions.**

    - **do not re-enter the building under any circumstances without an "all clear"** which should only be given by the Incident Control Officer/Chief Fire Warden, Fire Warden or Manager.
    - do not leave the area without permission.
    - ensure all colleagues and visitors are accounted for. Notify a Fire Warden or Manager immediately if you have any concerns

Toilets

Toilets are located immediately outside the Council Chamber, accessed via the door at the back of the Chamber.

Water Cooler

A water cooler is available at the rear of the Council Chamber.

Microphones

During the meeting, members of the Committee, and officers in attendance, will have access to a microphone. Please use the microphones, when invited to speak by the Chair, to ensure you can be heard by the Committee and those in attendance at the meeting.

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People Select Committee

A meeting of People Select Committee was held on Monday 5th October 2026.

Present: Cllr Marilyn Surtees (Chair), Cllr Paul Weston (Vice-Chair), Cllr John Coulson (sub Cllr Innes), Cllr John Gardner, Cllr Hilary Vickers (sub Cllr Stratton), Cllr Sylvia Walmsley and Cllr Barry Woodhouse

Officers: Steven Sinclair (NEPO), Ged Morton, Angela Miles, Martin Skipsey and Michelle Gunn (Corporate Services)

Also in attendance:

Apologies: Cllr Niall Innes, Cllr David Reynard and Cllr Hugo Stratton

PEO/31/26 Live Streaming

It was announced to those present that the meeting would be live streamed.

PEO/32/26 Evacuation Procedure

The Committee noted the evacuation and housekeeping procedure.

PEO/33/26 Declarations of Interest

There were no declarations of interest.

PEO/34/26 Minutes

AGREED the minutes of the meeting on 7 September be confirmed as a correct record and signed by the Chair.

PEO/35/26 Scrutiny Review of Procurement and Tendering Processes

The Committee received a presentation from the Procurement and Commercial Director of North East Procurement Organisation (NEPO). The presentation highlighted:

- NEPO is a public sector organisation owned, governed, and held accountable by the 12 North East Member Authorities. Other public bodies such as Central Government, Police, Local Authorities from outside the region, housing associations, and charities could also access services from NEPO as Associates.
- The purpose of NEPO was to support public services and make sure public money worked harder by establishing procurement solutions, commercial expertise, suppliers and contracts that Member Authorities were able to access. This thereby aggregated spend for greater outcomes and avoided local authorities repeating the same work independently. Examples included contracts for furniture, construction, school meals, energy, rock salt, and consultancy.

- The Member Authorities understood local needs and services better than a regional organisation could and therefore remained in control of local priorities, budgets, contract ownership, and service outcomes. NEPO was used when collaborative routes supported local need, value for money, and compliance.
- Member Authorities spent £656m via NEPO solutions (£43m from Stockton-on-Tees (SBC)) however received £239k rebate and £632k Return on Investment (ROI).
- £670m was spent by Associates. The use of Associates helped to extend NEPO's reach, giving a bigger market presence and therefore greater economies of scale.
- NEPO had a shared technology platform, Open, which was used by all Member Authorities, whether they were spending via NEPO or locally outside of NEPO. There was also a Supplier Partnership Programme which helped suppliers to understand how to participate in both NEPO solutions and local authorities' local solutions. Suppliers bidding once into NEPO and then being drawn down on by Member Authorities, rather than bidding several times for each individual authority, made the offer more attractive.
- At the time of the meeting there were 484 supplier registrations in the Stockton-on-Tees Borough Council area, 175 Council projects, and 64 call-offs in 2025/26. This was a good indicator of regional engagement and activity, and how suppliers had bid successfully to win work.
- Early planning was seen as key for successful procurement, as it created room for challenging the requirements, ability to understand the market better, and choose the right route to execute the need. Once a specification and timetable had been fixed, much of that opportunity was already gone. The route choice (NEPO or local) should be proportionate, reflecting the requirements and delivery of risk.
- NEPO recognised that they had a role to play in ensuring that the solutions that were in place were as robust as they could be to enable social value to be delivered.
- Contract management was also very important in procurement and SBC was unique in the region with procurement and contract management sitting within the same team. NEPO considered this to be a strength and other authorities would seek advice from SBC on best practice.
- Earlier dialogue with NEPO offered officers the opportunity to compare options before committing to a route, which was particularly relevant for complex or significant requirements. Officers needed to consider whether a joint route would improve what was required locally and help with supplier participation.
- SBC retained clear ownership of its own needs and contracts but shared capability to strengthen its commercial outcome.

Members questioned how the ROI was reported and informed that a performance report was produced, with versions for each Member Authority, which included the ROI. The ROI was the subscription fee for each Member Authority for NEPO compared to the cost that would have been incurred carrying out procurement individually, including the access to technology and supplier partnership programme. A copy of the report would be shared with the Committee.

The Committee also received a presentation from the Assistant Director of Procurement and Governance, outlining the further information requested by the Committee at the September meeting. The presentation noted:

- There were 124 contracts valued at £500,000 and above that were approved by Cabinet either via the annual procurement report or via ad hoc reports. The majority of contracts, 437, were under £100,000.
- The £500k threshold for reporting to Cabinet had been agreed following advice from external legal advisors when refreshing the Council's Constitution in 2018.
- There was a total of 102 exceptions to contract procedure rules in 2025/26 and 2026/27 to date totalling £17.3million. A significant number of these, 51 contracts totalling £12.2million, were due to procurement when, for technical or artistic reasons, or for reasons connected with the protection of exclusive rights, the contract may be awarded only to a particular third party. There were also 31 exceptions due to urgency, totalling £1.8million.
- Examples of contracts awarded via exceptions to procedure rules due to technical or artistic reason included:
    - the purchase of four refuse collection vehicles when they came to the end of their lease term. Officers negotiated a price that included the supplier reworking some of those vehicles to eliminate major fabrication issues over the next five years, and a spare vehicle free of charge while that rework was happening. They also carried out market engagement regarding the cost of new vehicles, associated lease costs, and other costs such as staff training if different vehicles were procured.
    - the appointment of a company to design and install the All Aboard playscape exhibition at Preston Park Museum. The company was recommended to the Service due to their experience and skills in delivering bespoke and specialist playscapes for museums.
    - renewing a contract for the respond case management system. Going out for tender would have been time and cost prohibitive due to the current system being embedded. Therefore, a fixed term contract was negotiated at the same cost of the previous contract.
- Examples of contracts award via exceptions to procedure rules due to urgency included:
    - lobby works at Dunedin, which was carried out as an urgency due to the excessive cold air coming into the lobby. The urgency was to ensure a safe working environment for staff and a welcoming lobby area for visitors.
    - the purchase of four new Peugeot Partner Vans that were coming to the end of their contract hire agreement and no arrangement had been put in place to replace them. In these cases, planning should take place to ensure a competitive process happened in sufficient time and an urgent exception to procedure rules were not needed.
    - Billingham South Primary School ceiling repairs. The schools' ceiling was starting to come down and needed to be repaired during the holiday period when children were not in school. The price that was submitted for the work was scrutinized by the council's quantity surveyors and architects to ensure it was value for money. While schools of a certain age had asbestos management plans in place and were regularly inspected, it was not certain whether this incident could have been picked up earlier.
- There were 91 construction contracts in 2025/26 and 2026/27 to date:
    - 20 contracts were awarded via further competition from a framework agreement, totalling £55million and 19 contracts that were directly awarded from a framework agreement, totalling £14.6million. Frameworks gave assurance that contract terms and conditions of contracts were robust, however competitive framework call-offs were

considered preferable to direct award framework call-offs to help ensure value for money.

- 28 contracts were part of the 124 contracts awarded as an exception to contract procedure rules, however there would have been oversight of price and work by experts.
- 24 contracts that went out for either quote or tender, outside of a framework, ensuring competitive pricing.

The Committee discussed the threshold for reporting to Cabinet. It was noted that if the threshold was reduced to £100k it would not create significantly more contracts being reported to Cabinet for approval.

Members questioned how value for money could be determined in contracts awarded via exception. It was noted officers were expected to conduct work such as business cases to ensure that while the procurement procedures had not been followed, value for money was being delivered and it was justifiable to do so. Many of the 51 contracts awarded via exceptions to contract procedure rules due to technical or artistic reasons were renewals of contracts for IT systems where the cost of change would be enormous and therefore prohibitive.

Members further questioned whether it was possible for officers to seek extensions to contracts when proper planning had not taken place, thereby giving extra time to go out to tender and an exception to procedure rule due to urgency not needed. It was noted that extension would be explored in these circumstances but were not always possible. The Committee discussed strengthen procedures to ensure that contracts nearing their end date were identified sufficiently early to allow procurement procedures to be followed.

It was noted that exceptions had to be documented and signed off by a director. The Procurement Service were working towards managing the process better to create enough time to give Directors another procurement route option when considering exceptions to procedure rules. The value of contracts awarded via exceptions would be monitored.

Framework agreements were discussed and it was noted that under the Procurement Act 2023 a framework could last for up to eight years, however the local authority decided the length of each agreement. The use of further competition frameworks, asking for those on the framework to quote or tender for a contract, ensured that the best price was sought throughout the lifespan of the framework. Some frameworks have a single supplier and pricing schedules that were set under competition during the tender process. Some frameworks allow for direct award without competition and where this was used for construction, the SBCs quantity surveyors and architects scrutinised the price to make sure it was reasonable. NEPO provided proportionate oversight of frameworks e.g. monitoring the number of companies bidding for work within a framework agreement and who was winning those bids.

AGREED the information be noted.

PEO/36/26 Chairs Update and Work Programme 2026 - 2027

Consideration was given to the Committee's work programme. It was noted that an extra evidence session was required for the Scrutiny Review of Procurement and

Tendering Processes, and the timescales for the review had therefore been extended by one month.

AGREED the work programme be noted and timescales for the Scrutiny Review of Procurement and Tendering Processes amended.

Chair: .....

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Agenda Item 6

People Select Committee

2 November 2026

Scrutiny Review of Procurement and Tendering Processes

Summary

The final evidence gathering session for the Committee's review of Procurement and Tendering Processes will consider evidence from the North East Chamber of Commerce along with further information from Procurement Services.

Detail

1. As part of the scoping process for the Scrutiny Review of Procurement and Tendering Processes, the Committee identified the North East Chamber of Commerce as a key contributor. Members wished to understand their experience of the Councils procurement process. The Assistant Director of Policy of the North East Chamber of Commerce has therefore been invited to discuss their views.
2. The reviews link officer, the Assistant Director of Procurement and Governance, along with the Construction & Facility Services Manager, will present a Highways case study to illustrate how procurement decisions are made (to follow).
3. The reviews link officer will also update the Committee on the Transformation Review of Procurement of Non-Social Care Goods and Services.
4. The agreed scope and project plan for the review is also attached for information.

Name of Contact Officer: Michelle Gunn

Post Title: Scrutiny Officer

Telephone number: 01642 524987

Email address: michelle.gunn@stockton.gov.uk

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People Select Committee

Review of Procurement and Tendering Processes

Outline Scope

Scrutiny Chair (Project Director): Cllr Marilyn Surtees	**Contact details:** M.Surtees@stockton.gov.uk
Scrutiny Officer (Project Manager): Michelle Gunn	**Contact details:** Michelle.gunn@stockton.gov.uk
Departmental Link Officer: Martin Skipsey	**Contact details:** Martin.Skipsey@stockton.gov.uk

Which of our strategic corporate objectives does this topic address?

Procurement relates to how the Council purchases goods and works and therefore directly addresses the following Council plan priority:

Priority five – A sustainable Council: We will ensure our council is financially sustainable and manages our assets effectively to enhance their local impact. We will be a well-run council across areas of our business and continue to improve outcomes for communities.

The actual goods, services and works also support all other council priorities.

What are the main issues and overall aim of this review?

Procurement represents a significant proportion of the Council's annual expenditure and there is an expectation that the Council spends money efficiently, secure competitive prices, and demonstrate transparency in purchasing and the awarding of contracts.

Robust procurement arrangements ensure high-quality services and infrastructure, can promote sustainable and environmentally responsible practices, and support local businesses and the local economy.

The aim of the review will be to ensure procurement processes deliver value for money, are competitive, and transparent.

The Committee will undertake the following key lines of enquiry

What are the Councils contract procedure rules (part of the constitution)?
What are the Council's arrangements, structures and procedures for procurement and tendering?
What are the pre-procurement stages?
How does the Council procure via external organisations e.g. NEPO?
What is the breakdown of expenditure through procurement?
How is best value duty met when procuring services and/or goods?
How are labour costs and overheads within contracts assessed and challenged?
How is social value maximised?
How are decisions made on whether services are provided inhouse or procured?

Does the Council procure services with other public sector organisations? What opportunities are there for (further) joint procurement? How often are contracts/procurement reviewed in order to determine best value?
Who will the Committee be trying to influence as part of its work? Council, Cabinet
Expected duration of review and key milestones: Six months (reporting to Cabinet in January 2027) Approve scope and project plan – July 2026 Receive evidence – July 2026 – October 2026 Draft recommendations – November 2026 Final report – December 2026 Report to Cabinet – January 2027
What information do we need?
Existing information (background information, existing reports, legislation, central government documents, etc.): **A councillor's guide to procurement (2025 edition) | Local Government Association** Contract Procedure Rules Social Value Policy New information: Comparison with other local authorities

Who can provide us with further relevant evidence? (Cabinet Member, officer, service user, general public, expert witness, etc.)	What specific areas do we want them to cover when they give evidence?
Procurement	The legislative remit and Council processes Contract procedure rules Budget and spending areas (i.e. what the Council spends money on)
North East Procurement Organisation (NEPO)	How the Council operates in the wider region How the Council compares to other Local Authorities in the region
LGA	Best practice in procurement processes used
Local Chamber of Commerce	Their experience of the Councils procurement process
How will this information be gathered? (e.g. financial baselining and analysis, benchmarking, site visits, face-to-face questioning, telephone survey, survey) Committee meetings, reports, desk-based research, survey	

How will key partners and the public be involved in the review?

Committee meetings, information submissions

How will the review help the Council meet the Public Sector Equality Duty?

The Equality Act 2010 protects everyone from discrimination on grounds of nine Protected Characteristics (including – but not limited to – age, gender, disability, ethnicity), and advance equality of opportunity for those with Protected Characteristics.

Public bodies must have due regard for advancing equality which includes:

- removing or minimising disadvantages suffered by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people

Robust and well managed procurement and tendering arrangement contributes to the financial stability of the Council and thereby ensures SBC continues to deliver the services that communities need.

How will the review contribute towards the Joint Strategic Needs Assessment, or the implementation of the Health and Wellbeing Strategy?

Robust and well managed procurement and tendering arrangement contributes to the financial stability of the Council and thereby ensures SBC continues to deliver the services that communities need.

Provide an initial view as to how this review could lead to efficiencies, improvements and/or transformation:

Examining procurement processes and identifying whether there are any areas where these may be strengthened will ensure the Council is delivering value for money and processes are transparent.

Project Plan

Key Task	Details/Activities	Date	Responsibility
Scoping of Review	Information gathering	**June 2026**	Scrutiny Officer Link Officer
Tri-Partite Meeting	Meeting to discuss aims and objectives of review	23.06.26	Select Committee Chair and Vice Chair, Cabinet Member(s), Director(s), Scrutiny Officer, Link Officer
Agree Project Plan	Scope and Project Plan agreed by Committee	06.07.26	Select Committee
Publicity of Review	Determine whether Communications Plan needed	TBC	Link Officer, Scrutiny Officer
Obtaining Evidence	Background evidence Evidence from Procurement Evidence from NEPO/LGA & Local Chamber of Commerce	06.07.26 07.09.26 05.10.26 02.11.26	Select Committee
Members decide recommendations and findings	Review summary of findings and formulate draft recommendations	07.12.26	Select Committee
Circulate Draft Report to Stakeholders	Circulation of Report	December 26	Scrutiny Officer
Tri-Partite Meeting	Meeting to discuss findings of review and draft recommendations	16.12.26	Select Committee Chair and Vice Chair, Cabinet Member(s), Director(s), Scrutiny Officer, Link Officer
Final Agreement of Report	Approval of final report by Committee	04.01.27	Select Committee, Cabinet Member, Director
Consideration of Report by Executive Scrutiny Committee	Consideration of report	19.01.27	Executive Scrutiny Committee
Report to Cabinet/Approving Body	Presentation of final report with recommendations for approval to Cabinet	11.02.27	Cabinet / Approving Body

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Scrutiny Review of Procurement & Tendering Processes

SBC Procurement

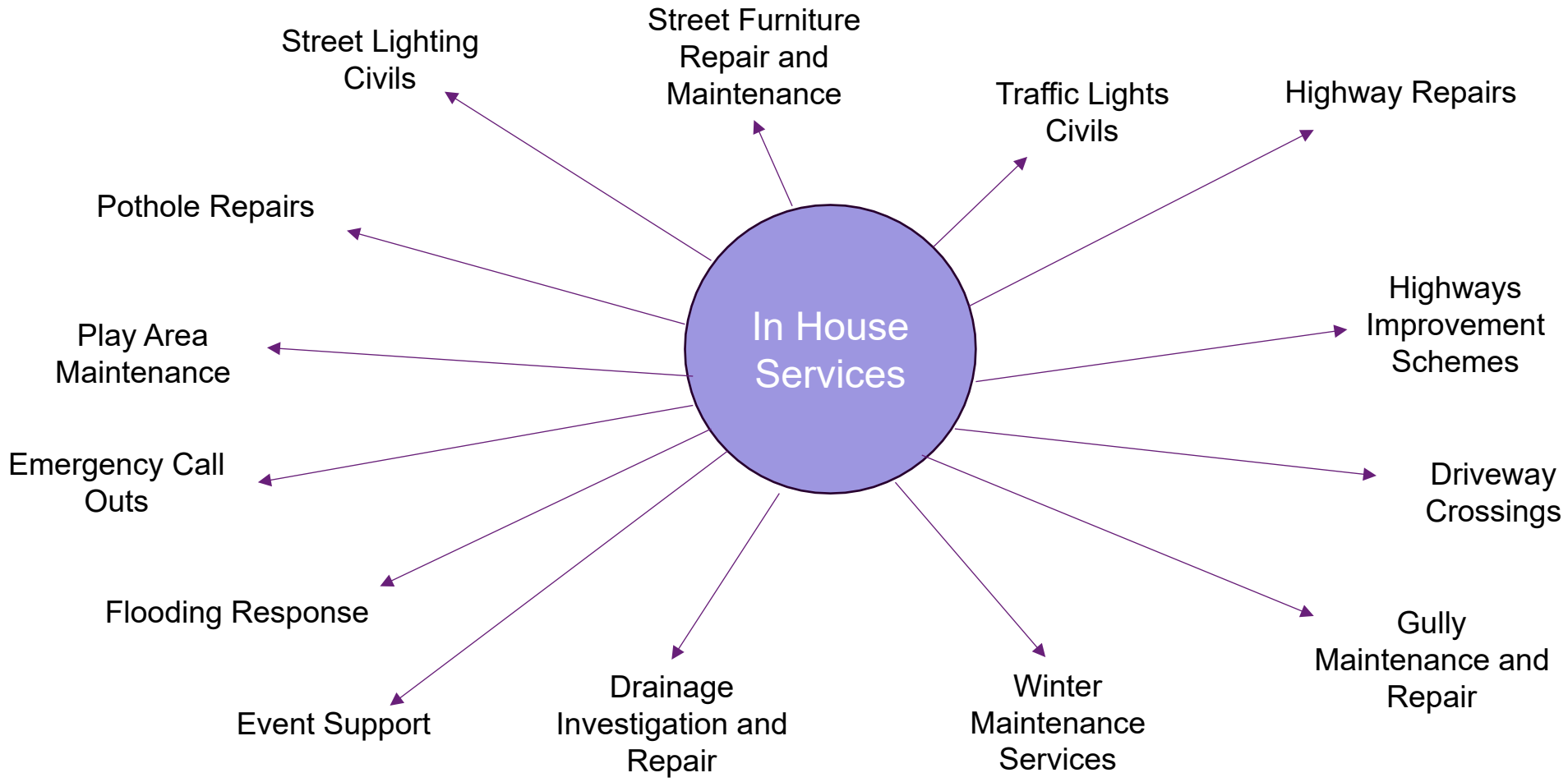
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Highways Services

To consider Highways Services as an example of procurement arrangements:

- In-house services
- Contracted out services

Highways Services- In- House Service



Highways Services – Added Value and Benefits

- Sustainable and efficient rapid support to Statutory Services delivery.
- Business Continuity capability with good local knowledge and immediate response capability
- Role Cross Over – Flexibility in workforce and skills
- Reactive capability - Weather – Natural Events
- Strong working relationships with the Asset Management Team
- Certain known cost with limited unplanned spend
- Service delivery is owned with employed staff
- Skills base is multifaceted and ensures the correct response can be deployed
- Strong team ethic with opportunity to progress within the Council
- Staff Competence is assured.

Highways Services – Added Value and Benefits

Summary

Maintaining an in-house highways service provides the Council with greater control, flexibility, accountability, and operational resilience. It supports effective asset management, improves responsiveness to residents and elected members, strengthens organisational capability, and helps ensure that public investment in the highway network achieves the maximum long-term benefit. The in-house model represents a sustainable approach to delivering safe, reliable, and well-maintained highway assets while providing demonstrable value for money for taxpayers.

Highways Services – Costing Model Breakdown

"Schedule of Rates" - Used for larger Projects

Including:

Labor Hourly Rate

Plant and Machinery

Materials Required.

Any Variations to original specification are agreed up front and charged as a Contract Variation.

Highways Services – Management of Risk

- Daily site visits for all teams with record of performance completed. And retained.
- External Contract Partners have at least one daily Supervisor visit and greater record keeping is required to ensure the interim partner history is strong.
- Poor performance is recorded and correct actions advised and recorded.
- Difficult to manage contractors – different crew member every day
- Aware of actual repairs done by Contractors and how these are invoiced.
- Poor safety record of partner organisations.

Highways Services – Response Times where Defects are Identified

The 1A and 1B codes:

In practical terms, if 1A or 1B represents a higher level of urgency than the Category 2 codes, **"A"** means **emergency** and should be attended and fixed within 2hrs, **"B"** means to be attended and fixed within **24hrs**

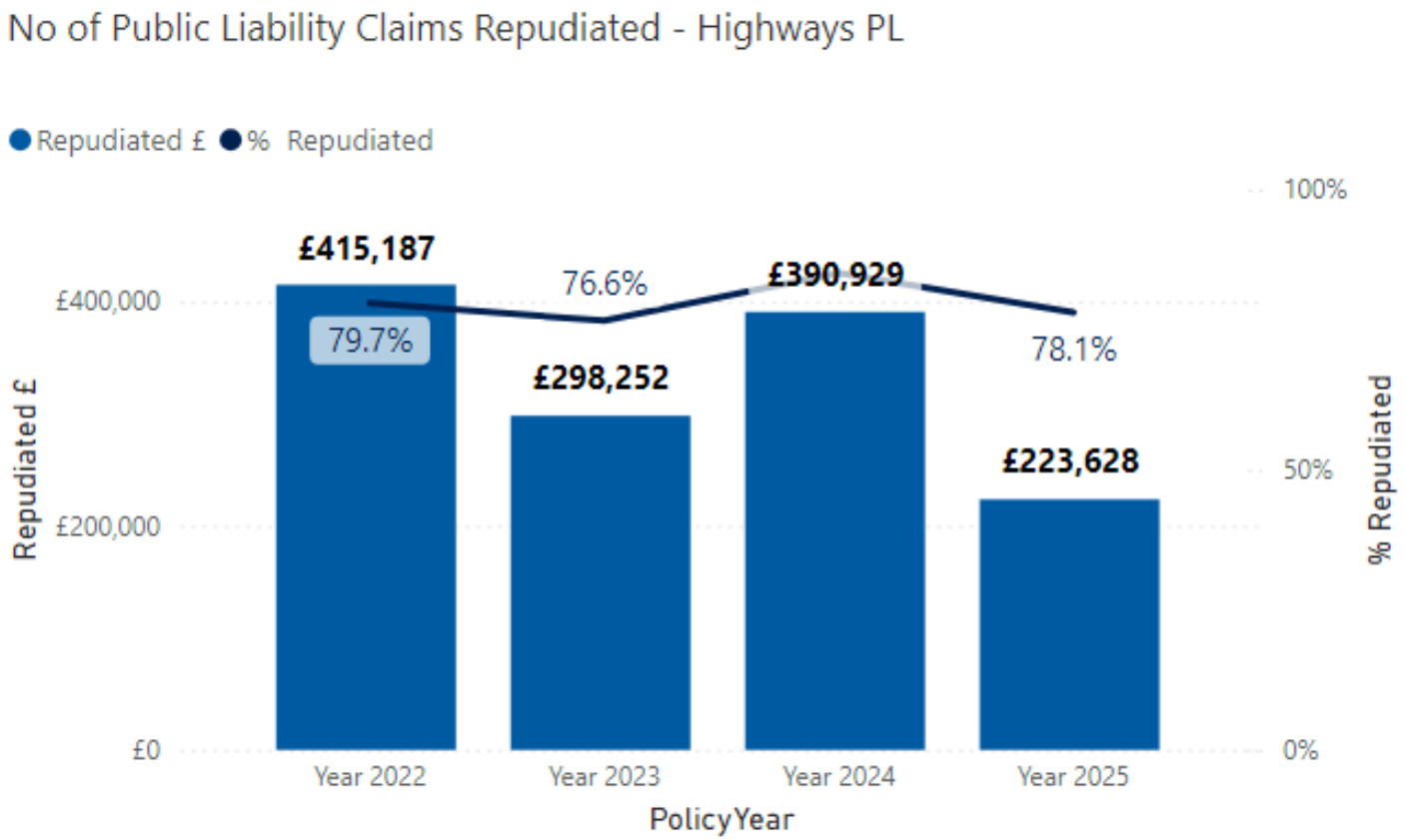
2H — **High Priority** Category 2 defect. The comparable code specifies making safe or repairing it within **10** working days.

2M — **Meduim Priority** Category 2 defect. The comparable code specifies repair within **28** working days.

2L — **Low Priority** Category 2 defect. The comparable code says it should be considered for planned maintenance, rather than receiving an urgent repair response.

These are response priorities: they do not, by themselves, describe the precise defect. The same priority could be applied to different problems depending on location, highway use, severity and the inspector's risk assessment.

Highways Services – Response Times where Defects are Identified – Impact on Insurance Claims



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Framework Agreement for Potholes and Programmed Resurfacing

Framework Agreement 15/04/26 to 14/04/28 with optional 2 x 12 mth extensions

Ranked Framework Agreement – call off from first, then second and then third.

Lot 1 – Pothole Repairs

- Additional capacity bought in when the in-house team don't have the capacity.
- They provide traffic management, labour, plant and materials
- Work includes a retention period.
- Work inspected by the Highways Inspectors

Lot 2 – Programmed Resurfacing

- Specialist work not delivered by the in-house team or when shortage in capacity.
- They provide traffic management, labour, plant and materials
- Work includes a retention period.
- Work inspected by the Highways Inspectors

This document was classified as: OFFICIAL

Framework Agreement for Potholes and Programmed Resurfacing

Procurement Process

Meet the buyer event

Invitation of 4 local companies to quote:

- CG Robinson & Sons
- N&T Civils
- Tangent Construction
- Galvmac

3 submitted bids (Galvmac withdrew)

Framework Agreement for Potholes and Programmed Resurfacing

Evaluation criteria used:

Bid Award Criteria Weighting

Quality

Question 1. Health and Safety 20%

Question 2. Approach and Methodology 10%

Question 3. Communication and Escalation 10%

Social Value

Social Value Part A – Social Value Calculator 7%

Social Value Part B - Method Statement 3%

Price

Completion of Pricing Schedule 50%

Framework Agreement for Potholes and Programmed Resurfacing

Evaluation

All quotes evaluated by technical officers after signing Procurement Declaration of Interest.

Moderation meeting chaired by Procurement Officer and scoring agreed.

Result:

1st – Company A
2nd – Company B
3rd – Company C

Framework Agreement for Potholes and Programmed Resurfacing

Contract Management – Operational arrangements

Contract management – contract issues

NEPO222 Aggregates, Concrete & Pre-cast Products

Framework agreement for all NE Councils except Newcastle, but including N Yorkshire.

Scope:

- Coated and Uncoated Aggregates
- Sand and Gravels
- Bulk Cement
- Mortar
- Surface Course
- Kerb Stones
- Flag Stones
- Bitumen Emulsion

NEPO222 Aggregates, Concrete & Pre-cast Products

Split into geographical areas and a total of 214 material lots:

- Durham North, East, South
- Tyne & Wear
- Tees Valley
- Northumberland North, East
- North Yorkshire

17 lots in Tees Valley including delivered and collected
Evaluation by regional working group (60% price/ 40% quality, including social value)
Ranked framework per lot.

Framework Agreement for Potholes and Programmed Resurfacing

Tees Valley			
Lot 73	Rank	Score	Tenderer
Bulk cement	1	97.50%	Company A
Lot 74	Rank	Score	Tenderer
Coated Road aggregate	1	97.44%	Company A
	2	96.73%	Company B
	3	95.00%	Company C
	4	93.74%	Company D
	5	90.57%	Company E
Lot 75	Rank		Tenderer
Coated Road aggregate	1	97.50%	Company A
	2	91.82%	Company B
	3	90.31%	Company C
Lot 76	Rank	Score	Tenderer
Delayed set material	1	97.50%	Company A
	2	93.49%	Company C
Lot 77	Rank		Tenderer
Delayed set material	1	97.50%	Company A

This document was classified as: OFFICIAL

Highways Summary

- In-House team delivers most of the work.
- The team provides flexibility and support to other services/ incidents etc.
- Additional capacity bought in via a framework agreement.
- The materials used by the in-house team are delivered via a NEPO framework agreement with Tees Valley lot and local suppliers.

This document was classified as: OFFICIAL

Scrutiny Review of Procurement & Tendering Processes

SBC Procurement

Exceptions – follow up

Area for Exception (2025/26 and 2026/27)	Number of contracts	Sum of Overall Value
Works	32	£2,781,430.00
Services	45	£12,802,037.00
Vehicles	12	£1,158,849.00
ICT	13	£567,942.00

Exceptions – follow up – controls

Services

Best Interest Assessors to carry our Deprivation of Liberty Safeguards (DoLS) assessments £788k and Mental Health Assessors to carry our Deprivation of Liberty Safeguards (DoLS) assessments £735k

- Based on a regionally agreed hourly rate

Enhanced Stockton Recovery Services £8,110,846

- Open book based on previously tendered costs uplifted by inflation
- Cost monitoring and partnership approach to ensure value for money

Exceptions – follow up – controls

Works

Open book accounting:

- Monitoring hourly rates, hours taken,
- Monitoring sub-contract/ supply procurement and costs
- Bills of quantity, material costs and compared to other tenders, cost benchmarks
- Preliminary costs comparisons

Vehicles

- Use of informal quotes/ knowledge of the market via Transport Manager
- Access to second hand vehicles when appropriate

Exceptions – follow up – controls

ICT

Cost of change significant

- Benchmarking pricing to original contract
- Licence reviews
- Inflationary uplift management
- Price negotiation

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Agenda Item 7

People Select Committee

2 November 2026

Action Plan for Agreed Recommendations – Review of Post-16 Provision

Summary

Members are asked to consider the Action Plan setting out how the agreed recommendations from the Review of Post-16 Provision will be implemented and target dates for completion.

Detail

1. The Committee's final report of the Review of Post-16 Provision was considered by Cabinet in September 2026. Cabinet accepted the recommendations contained within.
2. These are now subject to the procedure for monitoring the implementation of agreed recommendations. An Action Plan has been drawn up and is attached at **Appendix 1.** This sets out how the relevant departments will be taking forward the agreed recommendations and includes target dates for completion.
3. Members should consider and agree the Action Plan. The Committee will receive a detailed progress update on the implementation of recommendations approximately 12 months after the Action Plan has been agreed

Name of Contact Officer: Michelle Gunn

Post Title: Scrutiny Officer

Telephone number: 01642 524987

Email address: michelle.gunn@stockton.gov.uk

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ACTION PLAN: Review of Post-16 Provision

No.	Recommendation	Proposed Actions / Progress	Success Measures	Responsibility	Date

1	Transition support is strengthened by developing a consistent borough-wide transition framework between schools and post-16 providers, including clear pre-enrolment guidance, earlier course matching, data sharing, and structured support during the first term/end of Year 12 when drop-out risk is highest.	• Strengthen post-16 transitions to improve collaboration between schools, colleges and SBC to support informed course choices, successful enrolment and improved retention.
		• Via cross site survey we were tasked with to identify any challenges that prevent students accessing post 16 education within the borough.
		  ○ This led to an understanding that the key challenge was around transport barriers. Following this, a task and finish group has been formed and identified inequalities in travel times, costs and accessibility, particularly for learners from disadvantaged areas, where transport can influence course choice and increase withdrawal risks.
		  ○ Next steps will include proposing a borough wide gathering of providers. Further work with the post 16 comms team is being explored.
		• Further explore transition requirements, systems and information
			• Milestones include, survey identifying reasons why students choose Stockton based providers and reasons which led to a task an finish group that focussed on transport issues which confirmed the issues faced by students
			• Develop a post 16 transition framework
				Transitions Working Group Lead: Mike Mackin	By July 2027

2	Early warning systems for flagging declining attendance, behaviour, and attainment are embedded across all post-16 providers with clear escalation and intervention pathways are in place before disengagement reaches crisis point.	• Develop and implement a multi-agency Post-16 Vulnerability and Participation Dashboard • Establish agreed risk indicators and thresholds for attendance • Track vulnerable cohorts, including SEND, care experienced young people, young carers, and those known to targeted support services • Support multi-agency discussions through regular risk review meetings about children who risk is escalating	• Dashboard developed and operational across all post-16 settings • Reduction in the number of young people progressing from "emerging concern" to "high-risk disengagement" status • Improved data sharing and consistency across providers • Sustained reduction in post-16 NEET figures • Reduction in learner drop-out and withdrawal rates	Transitions Working Group Mandie Rowlands Service Lead – School Support and Sufficiency	By July 2027

ACTION PLAN: Review of Post-16 Provision

No.	Recommendation	Proposed Actions / Progress	Success Measures	Responsibility	Date
3	Collaborative initiatives that are showing signs of successfully assisting young people, such as Teach Meets, Skills for Success, and Business Mentor Support, are expanded to all providers and prioritising subjects with historically smaller student cohorts.	• All post 16 providers engage with x3 'Teach Meets' focused on sharing best practice, raising achievement strategies etc. (Nov26+) • Launch Business Mentor programme through SBC Employment Hub for Year 13 students requiring addition support. (Oct26+) • Develop sessions for students across all providers focused on achieving A-B grades for identified subjects (Nov26+) • Develop opportunities to enhance subject knowledge and materials to support • Work with Employment Hub to develop Career / Sector sessions for Post 16 students	• X3 Teach meets during 26-27 with all providers and range of subjects • Business Mentor scheme launched with x20-30 students • X2 sessions in identified subjects for students focused on achieving high grades • Subject enhancement programme developed and launched • Career/Sector sessions developed and launched.	Excellence for All Working Group Lead: Simon White Patrick Jorden	By July 2027
4	Communication between all providers and young people and their parents/carers regarding the Post-16 in-Borough offer is strengthened	• Produce and promote a borough-wide Post-16 Prospectus/Brochure featuring all participating providers. • Develop consistent messaging and communication materials that can be shared across provider, school and council channels. • Deliver coordinated digital campaigns, including social media activity, student-led content and digital ambassadors. • Maintain a central source of information on provider open events and progression opportunities through the council website. • Explore and consider borough-wide promotional opportunities, including outdoor advertising and shared marketing campaigns. • Establish a communications network that supports information sharing between	• Increased awareness of local Post-16 options among learners and parents/carers (measured through survey feedback). • Increased engagement with Post-16 communications content, including website visits, brochure downloads and social media reach. • Improved attendance at Post-16 open events across borough providers. • Increased proportion of Year 11 learners progressing into Stockton-based Post-16 provision.	Communications Working Group Leads: Noel Dennis and Erika Marshall	By July 2027

ACTION PLAN: Review of Post-16 Provision

No.	Recommendation	Proposed Actions / Progress	Success Measures	Responsibility	Date
		providers and aligns promotional activity with Post-16 Leaders priorities	• Positive feedback from providers regarding the effectiveness of joint communications and marketing activity.		
5	Careers education is embedded in to the curriculum in all schools and post-16 providers to ensure young people choose the right pathways for them and reduce early withdrawal by: • ensuring careers advice and guidance/post 16 options are available from Year 9 (or earlier) to enable young people to build their knowledge • developing resources and staff training to show how subject-specific knowledge and skills translate into employment, business and industry • give clear course expectations, progression routes and employment outcomes to reduce early withdrawal from and dissatisfaction with courses.	• Explore opportunities to develop a borough-wide Careers Pathway Framework covering Years 9-13, linking curriculum subjects to local employment opportunities. • Explore funding opportunities for an Enterprise Lead to develop: ○ An annual programme of sector insight activities aligned to key growth sectors ○ Employer Spotlight Events ○ An industry ambassador network ○ Sector taster experiences ○ A young entrepreneur challenge ○ Enterprise projects • Develop a digital Careers Portal providing information for young people, parents and carers on post-16 options, labour market information and progression routes. • Coordinate employer engagement activity through the Employment Hub to ensure all schools and providers have access to employer encounters and workplace experiences.	• Careers Pathway Framework to be cascaded to heads and careers leads. • Increase in employer encounters and sector engagement activities. • Increase reach of opportunities for young using digital platforms.	NEETS/ Pathways Working Group Leads: Ian Caley and Julie Marsden Excellence for All Working Group Leads Simon White and Patrick Jorden	By July 2027
6	Labour-market intelligence and cohort growth data is utilised to plan academic, vocational and apprenticeship provision more strategically, to ensure capacity keeps pace with demand and competition between age groups does not disadvantage younger learners.	• Produce an annual Stockton Post-16 Labour Market and Skills Demand Report incorporating NECA, TVCA and local employer intelligence. • Work with TVCA to contribute to mapping and gap analysis of post-16 provision through YGT programme.	• Annual LMI report produced and adopted by providers. • Share findings from mapping and gap analysis across post-16 providers.	NEETS/ Pathways Working Group Leads: Ian Caley and Julie Marsden	By July 2027

ACTION PLAN: Review of Post-16 Provision

No.	Recommendation	Proposed Actions / Progress	Success Measures	Responsibility	Date
		• Establish a quarterly employer advisory group to review emerging skills needs. • Share labour market intelligence with schools and providers to support curriculum planning and careers guidance. • Use Youth Guarantee Trailblazer and Employment Hub intelligence to identify emerging barriers and opportunities. • Explore opportunities to adopt a Lancashire Skills Hub dashboard to share intelligence across all partners.	• Employer involvement and feedback, demonstrates improved alignment between provision and workforce needs.		
7	Cross-provider enrichment opportunities are broadened to not only create a more competitive offer compared with regional competitors but also raise aspirations.	• Develop a borough-wide enrichment calendar open to learners from all post-16 providers. • Scoping out events to showcase opportunities for each of the five enrichment themes identified in the new DfE Enrichment framework for school leaders to attend.	• A comprehensive calendar of enrichment activities shared across senior leaders from primary, secondary and post-16 provision, developed in-line with DFE framework • Deliver events in-line with the five areas, with representation from leaders.	NEETS/ Pathways Working Group Leads: Ian Caley and Julie Marsden Excellence for All Working Group Leads Simon White and Patrick Jorden	By July 2027
8	Post-16 providers explore collaborative approaches and strategic networks to address transport barriers, highlighted as a significant influence on post-16 choice including connectivity to all in-Borough post-16 providers and cost, so young people can access efficient, cost effective in-borough provision.	• Currently under review	•	Transport Task and Finish Group Jonathan Kibble Strategic Transport Manager	By July 2027
9	Post-16 providers ensure that vocational courses provide coherent pathways to meet industry requirements	• Review outcomes from the TVCA mapping and gap and share with leaders across post-16 provision. • Develop sector pathway maps for a sample number of roles, showing progression from	• Present findings at post-16 partnership. • Sector pathway maps and present at post-16 partnership.	NEETS/ Pathways Working Group Leads: Ian Caley and Julie Marsden	By July 2027

ACTION PLAN: Review of Post-16 Provision

No.	Recommendation	Proposed Actions / Progress	Success Measures	Responsibility	Date
		school through further education, apprenticeships and employment. • Work with some employers to validate course content and progression routes. • Work with TVCA to inform and shape future programmes that address new government priorities around youth unemployment. • Explore ASF-funded and Youth Guarantee-funded programmes to fill identified pathway gaps.	• Identify gaps in provision and develop pilot programmes where demand exists. •		

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Agenda Item 8

People Select Committee

2 November 2026

Progress Update for Agreed Recommendations – Review of Disabled Facilities Grants

Summary

Members are asked to consider the evidence and assessments of progress contained within the attached Progress Update on the implementation of previously agreed recommendations in relation to the review of Disabled Facilities Grants. For access to the final report, please see Final Report - Scrutiny Review of Disabled Facilities Grant.pdf

Detail

1. Following the Cabinet consideration of scrutiny reports, accepted recommendations are then subject to a monitoring process to track their implementation.

2. Two main types of report are used. Initially this is by means of Action Plans detailing how services will be taking forward agreed recommendations. This is then followed by a Progress Update report approximately 12 months after the relevant Select Committee has agreed the Action Plan. Evidence is submitted by the relevant department together with an assessment of progress against all recommendations. Should members of the Select Committee agree, those recommendations which have reached an assessment of '1' are then signed off as having been completed.

3. If any recommendations remain incomplete, or if the Select Committee does not agree with the view on progress, the Select Committee may ask for a further update.

4. The assessment of progress for each recommendation should be categorised as follows:

1	Achieved (Fully)	The evidence provided shows that the recommendation has been fully implemented within the timescale specified.

2	On Track (but not yet due for completion)	The evidence provided shows that implementation of the recommendation is on track but the timescale specified has not expired.
3	Slipped	The evidence shows that progress on implementation has slipped. An anticipated date by which the recommendation is expected to become achieved should be advised and the reasons for the delay.
4	Not Achieved	The evidence provided shows that the recommendation has not been fully achieved. An explanation for non-achievement of the recommendation would be provided.

5. To further strengthen the monitoring process, from August 2020, the Progress Update report will also include references on the evidence of impact for each recommendation.

6. For progress update reports following the completion of a review, the relevant Link Officer(s) will be in attendance.

7. **Appendix 1** (Review of Disabled Facilities Grants) sets out the outstanding recommendations for this Committee. Members are asked to review the update and indicate whether they agree with the assessments of progress.

Name of Contact Officer: Michelle Gunn

Post Title: Scrutiny Officer

Telephone number: 01642 524987

Email Address: michelle.gunn@stockton.gov.uk

APPENDIX 1
PROGRESS UPDATE: Review of Disabled Facilities Grants

SCRUTINY MONITORING – PROGRESS UPDATE	
Review:	**Disabled Facilities Grants**
Link Officer/s:	**Sam Dixon**
Action Plan Agreed:	**April 2025**

Updates on the progress of actions in relation to agreed recommendations from previous scrutiny reviews are required approximately 12 months after the relevant Select Committee has agreed the Action Plan. Progress updates must be detailed, evidencing what has taken place regarding each recommendation – a grade assessing progress should then be given (see end of document for grading explanation). Any evidence on the impact of the actions undertaken should also be recorded for each recommendation.

Recommendation 3:	Housing Investment & Migration Support team work with Planning to explore building upon the requirements for accessibility/adaptability in new build properties when the Local Plan is next updated and, prior to this, lobby government to make the relevant Building Regulations mandatory.
Responsibility:	Sam Dixon & Simon Grundy
Date:	July 2025
Agreed Action:	Internal Meeting with Planning
Agreed Success Measure:	• Review of current policies and whether any changes can be implemented • Letter to be sent to central government
Evidence of Progress (November 2025):	• Discussions ongoing in line with updating Local Plan however this may be a number of years before this may come into effect
Assessment of Progress (November 2025): (include explanation if required)	• On Track
Evidence of Impact (November 2025):	• Meetings ongoing
Evidence of Progress (May 2026):	• Discussions ongoing in line with updating Local Plan however this may be a number of years before this may come into effect
Assessment of Progress (May 2026):	• On Track

APPENDIX 1
PROGRESS UPDATE: Review of Disabled Facilities Grants

(include explanation if required)	
Evidence of Impact (May 2026):	
Evidence of Progress (November 2026):	Will be covered / picked up as part of the update to the new Local Plan
Assessment of Progress (November 2026): (include explanation if required)	1 – Fully Achieved
Evidence of Impact (November 2026):	

Recommendation 4:	The Leader and Chief Executive support officers in their ongoing discussions with Registered Provider's to explore their current and future plans for adaptations and also explore joint working to support Registered Providers to take up their responsibility, to ease pressure on the waiting list.
Responsibility:	Jane Edmends
Date:	June for Thirteen
Agreed Action:	• **Meet with Thirteen** – Initial meetings with Thirteen (as the main RP in Stockton) have taken place at an Assistant Director level and are progressing positively. Future meetings scheduled with Thirteen to ensure discussions continue to move forward positively. • **Meet with all other RP's**
Agreed Success Measure:	• Understanding of each of the RP's adaptation policy • Understanding of which adaptations each RP will undertake themselves
Evidence of Progress (November 2025):	• Thirteen meetings drawing to a close • Meetings with other RP's to follow
Assessment of Progress (November 2025): (include explanation if required)	• On Track
Evidence of Impact (November 2025):	• Separate report attached
Evidence of Progress (May 2026):	• Process nearly agreed with Thirteen • Discussions taken place with North Star and Accent • Pilot put in place with North Star

APPENDIX 1

PROGRESS UPDATE: Review of Disabled Facilities Grants

Assessment of Progress (May 2026): (include explanation if required)	Slipped
Evidence of Impact (May 2026):	
Evidence of Progress (November 2026):	Thirteen agreement reached and other RP meetings booked in
Assessment of Progress (November 2026): (include explanation if required)	1 – Fully Achieved Complete
Evidence of Impact (November 2026):	

Recommendation 5:	Officers explore with Registered Providers a register of adapted properties within the Borough which details the type of adaptations, to assist the Nomination and Lettings Team in advertising and matching individuals with appropriate properties.
Responsibility:	Jane Edmends
Date:	June 2025 for Thirteen October 2025 for other RP's
Agreed Action:	**Meet with RP's –** tied into 4 above, this discussion will take place with all RPs to see if they would share this information with the Council we can explore the potential of a setting up a register.
Agreed Success Measure:	• Meetings with all RP's • Interest from RP's
Evidence of Progress (November 2025):	• Relates to recommendation 4 above • Thirteen conversation's progressing first as they are the largest RP in Stockton • Other RP discussion will follow
Assessment of Progress (November 2025): (include explanation if required)	• On Track
Evidence of Impact (November 2025):	• Meetings held with Thirteen and are progressing well
Evidence of Progress	• Relates to above recommendation

APPENDIX 1
PROGRESS UPDATE: Review of Disabled Facilities Grants

(May 2026):	• Have started a database of DFG completions from 25/26 • Still need to hold further discussions with other RP's as to whether they will share this information with us
Assessment of Progress (May 2026): (include explanation if required)	• Slipped (due to discussions taking longer with Thirteen)
Evidence of Impact (May 2026):	
Evidence of Progress (November 2026):	As Recommendation 4 - meetings now all booked in with RP's to confirm if they will share this data
Assessment of Progress (November 2026): (include explanation if required)	1 – Fully Achieved
Evidence of Impact (November 2026):	

Recommendation 6:	Communication to residents and applicants be improved by: – reviewing and updating information on SBC website and explore whether the Foundations template and link to adaptmyhome.com will give residents sufficient information to decide whether to apply for an assessment/DFG. – exploring introducing a system to ensure clear and consistent communications to keep applicants informed of their position in the process at regular intervals to reduce misunderstandings and manage expectations. – sharing key information of DFG scheme available with external stakeholders to ensure potential applicants are aware of support available. – ensuring an appropriate route for residents to communicate with the Housing Investment & Migration Support team is in place. – a singular customer feedback survey covering all processes and services involved in a DFG is developed, to ensure this is only collected once.
Responsibility:	Sam Dixon

APPENDIX 1
PROGRESS UPDATE: Review of Disabled Facilities Grants

Date:	April – June 2025
Agreed Action:	• **Speak to SBC Digital Team** • **Review current letters and look to see how these can be improved** – Leaflets for customers produced to show where they are in within the DFG process and updated letters drafted so they can be informed every 3-6 months. Thes leaflets have been provided to the Parents and Carers Forum and initial feedback has been received. • **Engage with External Agencies** – engage initially with Parent and Carers forum to get an initial steer on where to start • **Review current resident contact information and pathway** • **Produce Single Customer Feeback form** – New feedback form current under construction and can be shared with Committee
Agreed Success Measure:	• DFG Form available online • Letters updated • Information sent to customers 3-6 monthly • Wider public knowledge of DFG • New pathway established for residents • New form so residents only have to complete one form for the whole DFG process
Evidence of Progress (November 2025):	• Discussion still ongoing to enable DFG to be complete online • Letters updated April 2025 • Customers updated every 3 months from April 2025 • Pathway established for residents which shows where they are in the process and the time they are expected to wait in each stage • DFG Application forms simplified in April 2025
Assessment of Progress (November 2025): (include explanation if required)	• On Track
Evidence of Impact (November 2025):	• Customers aware at the very start of the process and are updated every 3 months • Reduction in complaints
Evidence of Progress (May 2026):	All achieved apart from DFG Form online
Assessment of Progress (May 2026): (include explanation if required)	Still working with Digital team to get DFG online
Evidence of Impact	

APPENDIX 1
PROGRESS UPDATE: Review of Disabled Facilities Grants

(May 2026):	
Evidence of Progress (November 2026):	New digital form will be available within the next 2 months
Assessment of Progress (November 2026): (include explanation if required)	1 – Fully Achieved
Evidence of Impact (November 2026):	

Recommendation 7:	Officers explore streamlining processes to understand their impact and benefit of implementing: – referral form used by the Occupational Therapy Team be reviewed to ensure it captures all relevant information to enabled to make a decision on eligible works. – removing the requirement for Occupational Therapist to approve the scheme of works for straightforward cases – allowing electronic forms to be uploaded – requiring only two quotes rather than three for the application
Responsibility:	Sam Dixon
Date:	April – June 2025
Agreed Action:	• **Referral form to be reviewed** – Referral form has been reviewed and updated and share with OT colleagues for comment • **Investigate whether this would be possible** • **Engage with SBC internal Digital Team** • **Review with Procurement team**
Agreed Success Measure:	• Updated Referral Form • Removal or review of current process • Introduction of new Digital form • Acceptance that 2 quotes is acceptable
Evidence of Progress (November 2025):	• Referral Form Updated April 2025 • Current DFG software package due to expire, currently exploring with the Digital team a new software package which has been specifically built for DFG's via Foundations • Looking at an 'away day' with the OT Team and Housing Investment to share understand and confirm the DFG process – potentially Jan 2026 • Procurement

APPENDIX 1

PROGRESS UPDATE: Review of Disabled Facilities Grants

Assessment of Progress (November 2025): (include explanation if required)	• On Track
Evidence of Impact (November 2025):	• New software potentially to go live Jan 2026 whereby OT's will be able to input referral's directly into this system
Evidence of Progress (May 2026):	New software potentially to go live September 2026 whereby OT's will be able to input referral's directly into this system
Assessment of Progress (May 2026): (include explanation if required)	On Track
Evidence of Impact (May 2026):	
Evidence of Progress (November 2026):	Need to follow SBC procurement contract rules and mini tender for larger works will be processed via open-contract (via Minor Works Contract)
Assessment of Progress (November 2026): (include explanation if required)	1 – Fully Achieved
Evidence of Impact (November 2026):	

Recommendation 9:	Use of flat pack extensions is explored in more detail to see if they would provide a viable and cost-effective option.
Responsibility:	Sam Dixon
Date:	July 2025
Agreed Action:	• **Engage with flat pack providers** • **Engage with Planning and Building Control**
Agreed Success Measure:	Whether viable or not
Evidence of Progress (November 2025):	• This is being discussed on the back of the Local Plan update however planning and building control need specific construction and material information to advise whether this would be acceptable

APPENDIX 1

PROGRESS UPDATE: Review of Disabled Facilities Grants

	• Foundations have recently covered this subject during at one of their seminars in Birmingham
Assessment of Progress (November 2025): (include explanation if required)	• Slipped
Evidence of Impact (November 2025):	
Evidence of Progress (May 2026):	• New company has come to the market end of March 2026 (presented at a recent DFG Foundations Roadshow) providing extensions which can be installed within 5 days. Awaiting material and construction information from them so this can be shared with planning and building control
Assessment of Progress (May 2026): (include explanation if required)	• On Track
Evidence of Impact (May 2026):	
Evidence of Progress (November 2026):	Can be explored and will be scrutinised via the planning process once application submitted so will carry out a pilot.
Assessment of Progress (November 2026): (include explanation if required)	1 – Fully Achieved
Evidence of Impact (November 2026):	

Assessment of Progress Gradings:	**1** Fully Achieved	**2** On-Track	**3** Slipped	**4** Not Achieved

People Select Committee – Work Programme 2026- 2027

Date (2pm unless stated)	Topic	Attendance
Monday 13 April 2026	Scrutiny Review of Post 16 Provision • Working Group Lead for Careers	Vanessa Housley, Aishah Waite, Chris Renahan Ian Caley & Fallon Duleavey
Monday 11 May 2026 (4pm)	Scrutiny Review of Post 16 Provision • Working Group Lead for Transitions Monitoring: Progress Update – Scrutiny Review of Disabled Facilities Grant Overview & Performance • Finance • Revenues, Benefits & Welfare • Corporate Services	Vanessa Housley & Aishah Waite Mike Mackin Sam Dixon Cllr Paul Rowling, Clare Harper, Michelle Connolly, Ged Morton, Leanne Dudhill
Monday 8 June 2026 (Informal)	Scrutiny Review of Post 16 Provision • Summary of Evidence / Draft Recommendations	Vanessa Housley & Aishah Waite
Monday 6 July 2026	Scrutiny Review of Post 16 Provision - Final Report Scrutiny Review of Procurement and Tendering Processes – Scope and Project Plan	Vanessa Housley & Aishah Waite Martin Skipsey
Monday 7 September 2026	Monitoring: Progress Update – Scrutiny Review of Partnership Working in Early Help Xentrall Annual Report Scrutiny Review of Procurement and Tendering Processes • Evidence gathering Review of Catering – School Delivery	Kellie Wigley & Aishah Waithe Ian Coxon Martin Skipsey Neil Mitchell
Monday 5 October 2026	Scrutiny Review of Procurement and Tendering Processes • Evidence gathering	Martin Skipsey NEPO

People Select Committee – Work Programme 2026- 2027

Date (2pm unless stated)	Topic	Attendance
Monday 2 November 2026	Monitoring: Progress Update – Scrutiny Review of Disabled Facilities Grant Monitoring: Action Plan – Scrutiny Review of Post 16 Provision Scrutiny Review of Procurement and Tendering Processes • Evidence gathering	Sam Dixon Vanessa Housley Martin Skipsey & Andie Mackay Chamber of Commerce
Monday 7 December 2026	Overview & Performance • Strategy, Systems & Improvement • Customer Services & Digital • Culture, Leisure & Events	Cllr Norma Stephenson, Cllr Nigel Cooke, Kellie Hopkins, Tara Connor
Monday 7 December 2026 (informal session)	Scrutiny Review of Procurement and Tendering Processes • Summary of Evidence / Draft Recommendations	Martin Skipsey
Monday 4 January 2027	Scrutiny Review of Procurement and Tendering Processes – Final Report	Martin Skipsey
Monday 8 February 2027		
Monday 8 March 2027	Monitoring: Progress Update – Scrutiny Review of Partnership Working in Early Help	Kellie Wigley & Aishah Waithe