

Commissioning Forward Plan

Contract Reference	Title	Description	Current Status	Commissioning start date	Contract length	Current Contract end date	Proposed Cost / Quality Split	Reason for split (if not 60/40)	Service Area	HoS or Committee Decision?	Date of Decision	Committee Chair
A607	Kia Niro Electric Civic Car	Kia Niro SUV 5Dr 0.0Electric 64kWh 201 4 Auto Registration: GK70 FTA (Mayor's/ Civic Car)	Contract		3(+1)	29/11/2024	TBC		Democratic Services	HoS	TBC	Monique Bonney
A480	Multifunctional Devices	Multifunctional Devices	Contract		5	30/11/2024	TBC		Property Services	Committee	TBC	Monique Bonney
A596	Provision of Enforcement Agency (Bailliff) Services	Provision of Enforcement Agency (Bailliff) Services	Contract		5(+2)	30/11/2024	TBC		Revenues and Benefits / Parking	Committee	TBC	Tim Gibson
A1057	Audio Visual Equipment for Council Chamber	Purchase, installation and support package - Audio Visual Equipment for Council Chamber	Contract		1	10/12/2024	TBC		Democratic Services	HoS	TBC	Tim Gibson
A1139	Property Management agency appointment	Interim support for SBC's estate management function.	Contract		0.5	20/12/2024	TBC		Regeneration, Economic Development and Property	Committee	TBC	Monique Bonney
A1136	Local Plan Review Climate Change Study	Consultancy advice to Swale Borough Planning Policy team on climate change policies/options in the Local Plan Review.	Contract	May-24	0.5(+2)	28/12/2024	40/60	The study is a bespoke piece of work and quality is paramount	Planning Policy	HoS	05/08/2024	Tim Gibson
A1106	Agency supplying Property Lawyer	Agency supplying Property Lawyer	Contract		0.75(=0.25+0.25)	31/12/2024	N/A		Legal	HoS	TBC	Tim Gibson
A1103	Agency supplying Property Lawyer	Agency supplying Property Lawyer	Contract		0.92(+0.25 +0.25)	31/12/2024	TBC		Mid Kent legal	HoS	TBC	Tim Gibson
A1102	Agency supplying Property Paralegal	Agency supplying Property Paralegal	Contract		1.59(+0.25+0.25)	31/12/2024	TBC		Mid Kent legal	HoS	TBC	Tim Gibson
A353	Provision of Beach Lifeguard Services	Provision of Beach Lifeguard Services	Contract	Already underway	Current: 5 (+2)	31/12/2024	N/A	N/A - VEAT Notice	Leisure and Technical	Committee	TBC	Rich Lehman
A1003	Vehicle - Parking Services	Nissan Acenta Electric Env 200 Electric Car LM70TXH	Contract		3(+1)	31/12/2024	TBC		Parking Services	HoS	TBC	Rich Lehman
A653	Electric vehicles	2 x Acenta Electric Env 200 for Dog Wardens Registrations: LT70OHH, LM70ZBX,	Contract		3(+1)	31/12/2024	N/A		Environmental Response Team	HoS	TBC	Rich Lehman

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A651	Electric Vehicles	6 x Nissan Acenta Env 200 electric vans for Environment Wardens, Greenspaces and 'In Bloom' vehicle. Registrations - LT70OFO, LL70CWK, LM70ZVE, LM70YFR, LM70YFU, LL70CVY	Contract		3(+1)	31/12/2024	N/A		ERT / Leisure	HoS	TBC	Rich Lehman
A1025	PM/EA/QS Services for Masters House Sheerness – Low Carbon Refurbishment of Garages/Outbuildings	PM/EA/QS Services for Masters House Sheerness – Low Carbon Refurbishment of Garages/Outbuildings	Contract		1(+0.25)	08/01/2025	TBC		Regeneration	HoS	TBC	Monique Bonney
A934	Financial Credit Checks	Company credit check	Contract		3	23/01/2025	TBC		Finance	HoS	TBC	Tim Gibson
A943	Minor Bodywork Repairs for Vehicles	Contract for minor bodywork repairs to company vehicles as and when required.	contract		2(+2)	31/01/2025	TBC		Environmental Services	HoS	TBC	Rich Lehman
A867	Street Markets (Faversham Market Cooperation)	To provide a weekly street market in Faversham on a Tuesday, Friday and Saturday and other specialist and themed markets by agreement	Contract		3	31/01/2025	TBC		Economy and Community Services	HoS	TBC	Monique Bonney
A866	Street Markets (Sheerness Market Cooperation) Sittingbourne and Sheerness	To provide a weekly street market in Sittingbourne on a Friday in the upper part of the High Street and other specialist themed markets by agreement. To provide weekly street markets in Sheerness on a Tuesday and Saturday in Rose Street car park	Contract		3	31/01/2025	TBC		Economy and Community Services	HoS	TBC	Monique Bonney
A838	Public Health Funerals	Joint contract with Maidstone Borough Council. Funeral directors - public health funerals.	Contract		3(+2)	31/01/2025	TBC		Mid Kent Environment Protection	HoS	TBC	Rich Lehman
A1019	Creation of Marketing Materials for Visit Swale	Creation of Marketing Materials for Visit Swale	Contract		0.5(0.16+0.25)	31/01/2025	60/40		Economy and Regeneration	HoS	15/09/2023	Richard Palmer
A684	Payment Service Contract	Payment Service Contract	Contract		2 (+2)	31/01/2025	TBC		Finance	HoS	TBC	Tim Gibson
A973	Analyse LOCAL	Analyse LOCAL Software Licence and Rateable Value Finder Service	Contract		1(+1+1)	01/02/2025	TBC		Revenues and Benefits	HoS	TBC	Tim Gibson
A1151	Property Pool Car CF23 KTJ	Property Pool Car CF23 KTJ Nissan Leaf Acenta Auto 39kwh 5 door	Contract	Jul-24	0.5	01/02/2025	TBC		Property Services	HoS	TBC	Monique Bonney

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A1040	Water Cycle Study for Swale Borough Council & Medway Council	Joint and individual Water Cycle Studies for Swale Borough Council and Medway Council Planning Policy Teams	Contract		1(+0.25)	18/02/2025	TBC		Planning Services	HoS	TBC	Tim Gibson
A1100	Open Spaces and Play Strategy (OSPS)	Open Spaces and Play Strategy (OSPS)	Contract		0.5(+0.33)	25/02/2025	60/40		Regeneration and Neighbourhoods	HoS	12/04/2024	Monique Bonney
A1170	TA Purchase Programme (TAP Acquisitions/Surveyor Agency Officer)	Agency staff to survey and make recommendations for purchase - properties that are suitable for use as temporary accommodation for use by the Council.	No Contract	Sep-24	0.5	31/03/2025	TBC		Housing Services	HoS	TBC	Angela Harrison
A972	Sittingbourne Car Club	Car Club provision of two hybrid vehicles and one electric vehicle in Sittingbourne.	Contract		1.98	28/02/2025	TBC		Environment and Leisure	HoS	TBC	Rich Lehman
A876	Provision of agency staff for Swale Borough Council	Provision of agency staff for Swale Borough Council	Contract		3(+2)	28/02/2025	TBC		Human Resources	HoS	TBC	Tim Gibson
A712	Faversham Car Club	Faversham Car Club Scheme. Provision of environmentally friendly fleet - low emissions, to improve air quality and reduce Co2 emissions.	Contract		3	28/02/2025	TBC		Climate and Ecological	HoS	TBC	Rich Lehman
A518	Multi-storey car park card payments	Card payment services	Contract		3 (+3)	28/02/2025	TBC		Finance	HoS	TBC	Tim Gibson
A1176	Agency worker - DFG officer	Agency worker - DFG officer	No Contract		0.41	31/03/2025	TBC		Private Sector Housing	HoS	TBC	Tim Gibson
A1092	Licenses for Evolutive Client Relationship Management System and Property Register	Provision of licenses for use of the Evolutive CRM and associated support	Contract	Feb-24	1	16/03/2025	TBC		Regeneration and Economic Development / Housing & Communities	HoS	TBC	Monique Bonney
A990	Pentana License (previously known as Covalent)	Pentana License (previously known as Covalent)			1(+1)	17/03/2025	TBC		Policy	HoS	TBC	Richard Palmer
A1171	Policy in Practice	Analysis of benefit claimants who are not in receipt of their full entitlement of benefits.	Contract		1.25	31/03/2025	TBC		Housing and Communities	HoS	TBC	Tim Gibson

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A1180	Fees and Services - Street Marshalls	To supply street marshals in Sittingbourne and Sheerness Town Centres during school holiday periods to help reduce anti-social behaviour.	Contract		1	31/03/2025	TBC		Housing and Community Services	HoS	TBC	Richard Palmer
A1038	Sole property agent to support the marketing and letting of space at Swale House	Sole property agent to support the marketing and letting of space at Swale House	Contract		0.5(+0.66)	31/03/2025	60/40		Economic Development	HoS	26/01/2024	Monique Bonney
A1122	Investor Fee 2024/25	Investor Fee 2024/25	Contract		1	31/03/2025	TBC		Economy and Regeneration	HoS	TBC	Tim Gibson
A658	Mid Kent Environmental Health AQ Maintenance Contract	SBC contribution towards the annual servicing and maintenance contract for all the AQ equipment across the Mid Kent partnership	Contract		3 (+1+1)	31/03/2025	TBC		Mid-Kent Environmental Health	HoS	30/09/2022	Tim Gibson
A1133	DCP Online, COMPASS Online and Planning Resource	Annual subscription to online service for law and technical data	Contract		1	31/03/2025	TBC		Planning Services	HoS	TBC	Monique Bonney
A1132	S.106 / CIL monitoring database and supporting IT system	S.106 / CIL monitoring database and supporting IT system	Contract		1	31/03/2025	TBC		Planning Services	HoS	TBC	Tim Gibson
A879	Fire Fighting Equipment and Fire Risk Assessments	Testing of fire fighting equipment and producing risk assessments.	Contract		3	31/03/2025	TBC		Property Services	HoS	TBC	Monique Bonney
A675	Supplementary Environmental Enforcement	To provide a supplementary enforcement service to the council to tackle environmental issues such as littering and dog fouling but with a scope to potentially increase this to other offences in the future.	Contract		3(1+1)	31/03/2025	TBC		Environmental Enforcement	Committee	TBC	Rich Lehman
A42	Swale Community Leisure Limited	Leisure Trust Management	Contract		15(+5.5)	31/03/2025	TBC		Leisure and Technical	Committee	TBC	Richard Palmer
A40	Maintenance of Swallows & Sheppey Leisure Centre	Leisure Centre Operation	Contract		15(+5.5)	31/03/2025	TBC		Leisure and Technical	HoS	TBC	Richard Palmer

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A975	My Council Services	Support and maintenance of the My Council Services (MCS) integrated platform which has been developed for the use of frontline contact through CSC and online forms.	Contract		2	31/03/2025	TBC		Customer Services	HoS	TBC	Tim Gibson
A1135	IT Equipment Maintenance Agreement	IT Equipment Maintenance Agreement	Contract		1	31/03/2025	TBC		Mid Kent IT	HoS	TBC	Tim Gibson
A1054	Provision of Minor Maintenance and Cleansing of Public Conveniences	Inspection and cleansing of public conveniences within Swale including periodic deep cleans and minor repairs.	Contract		1(+1)	31/03/2025	60/40		Environmental Services	Committee	23/02/2024	Rich Lehman
A1018	Community Development – building a sustainable voluntary and community sector	Delivery of a program that will enable the existing voluntary and community sector in Swale to develop, strengthen, grow, and improve sustainability for the future.	Contract		0.5(+1)	31/03/2025	60/40		Community services	Committee	07/09/2023	Monique Bonney
A1143	Legal research tools and encyclopaedias	Legal research tools and encyclopaedias - Information services and software solutions	Contract		1	31/03/2025	N/A		Legal	HoS	TBC	Tim Gibson
A1158	Low carbon advice for Community Infrastructure and Small Business Grants - further work	Low carbon advice for Community Infrastructure and Small Business Grants - further work	Contract		0.83	31/03/2025	TBC		Place Services	HoS	TBC	Monique Bonney
A1154	UKSPF Capacity Building the CVS Swale	Swale Voluntary Alliance Project Management – SPF People and Skills VCSEF 'gateway activities' programme	Contract		0.75	31/03/2025	TBC		Community Services	HoS	TBC	Monique Bonney
A1144	Supply of Digital Case Management System	Supply of Digital Case Management System	Contract		1	31/03/2025	TBC		Mid Kent Legal Services	HoS	TBC	Tim Gibson
A620	Legal research tools and encyclopedias	A legal research engine of case law and judgements, encyclopedias in key practice areas, precedents and forms for legal documents which the team may be required to produce. Along with a digital search engine of primary legislation. In addition to physical	Contract		3(1+1)	31/03/2025	TBC		Mid Kent Legal Services	HoS	TBC	Tim Gibson
A1179	Masters House Alterations and Refurbishment	Masters House Alterations and Refurbishment	No Contract	Sep-24	0.33	01/04/2025	60/40		Regeneration	Committee	11/12/2024	Monique Bonney

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A788	Water Hygiene Services	Cleaning, disinfecting & temperature monitoring of water tanks, water testing for legionella, updating risk assessments and schematic drawings.	Contract		3(+2)	16/04/2025	TBC		Property Services	HoS	TBC	Monique Bonney
A1137	Confirm Grounds Maintenance/Management Software - Core Maintenance	Update, maintenance and support of computer software	Contract		1	30/04/2025	TBC		Leisure and Technical	HoS	TBC	Rich Lehman
A900	Objective Keystone	Objective Keystone software subscription	Contract		2(+1)	30/04/2025	N/A		Planning Policy	HoS	N/A	Monique Bonney
A874	Town Centre Radio System	Replacement of existing radio equipment with brand new equipment so the Community Safety Control Centre can maintain radio communication with business holders and other approved users. This scheme covers Sittingbourne, Sheerness, Faversham and Leysdown.	Contract		3(+2)	30/04/2025	TBC		Economy and Community Services	HoS	TBC	Monique Bonney
A1141	Air Conditioning and Mechanical Ventilation Services	Air Conditioning and Mechanical Ventilation Services	Contract		1	30/04/2025	TBC		Property Services	HoS	TBC	Monique Bonney
A1076	Foundations Case Manager	Provider of Staying Put database	Contract		1(+1)	03/05/2025	TBC		Staying Put	Hos	TBC	Angela Harrison
A1161	Database for CCTV control centre	Incident database for the control centre services.	Contract		3	23/05/2025	TBC		Community Safety	HoS	TBC	Richard Palmer
A933	Swale Borough Council Employee Benefits and Rewards Service	Swale Borough Council Employee Benefits and Rewards Service	Contract		1(+1+1)	31/05/2025	TBC		Mid Kent HR	HoS	TBC	Tim Gibson
A825	Occupational Health	Occupational Health shared service for Maidstone and Swale Borough Council	Contract		3(+2)	31/05/2025	TBC	TBC	Mid Kent Human Resources	HoS	TBC	Tim Gibson
A430	Provision of Civil Parking Enforcement Services	Provision of Civil Parking Enforcement Services	Contract		7(+3)	31/05/2025	TBC	TBC	Parking Services	Committee	TBC	Rich Lehman
A1083	Kent Connects	Kent Connects is a nationally recognised successful multi-agency Partnership of public service providers, comprising all Kent and Medway Councils	Contract		1	13/06/2025	TBC		Mid Kent Information Technology	HoS	TBC	Tim Gibson
A650	Confidential Waste	Confidential Waste	Contract		5	30/06/2025	TBC		Property Services	HoS	TBC	Monique Bonney
A1150	CCTV Control Room - Maintenance contract	CCTV Control Room - Maintenance contract	Contract		1	30/06/2025	TBC		Community Safety	HoS	TBC	Richard Palmer
A939	BCRP Crime Website	Website for new Swale link service	Contract		3	01/07/2025	TBC		Community Safety	HoS	TBC	Richard Palmer
A1162	London Boroughs Legal Alliance Barristers Framework	Access agreement providing access to legal services and advice on a call-off basis.	Contract		3(+1)	07/07/2025	TBC		Mid Kent Legal Services	HoS	TBC	Tim Gibson

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A914	Seafront Vehicle Lease	Sea Front Vehicle Lease, White Toyota Hilux Diesel Active Pick Up 2.4 D-4D (GF23 OLM)	Contract		2	30/07/2025	TBC		Seafront and engineering	HoS	TBC	Rich Lehman
A625	Postal Services	Postal Services	Contract		5	31/07/2025	TBC		Property Services	Committee	TBC	Monique Bonney
A705	Modern Mindset Limited - Modern Gov	Computer software for Democratic Services	Contract		5 initial + rolling contract	31/07/2025	TBC		Democratic Services	HoS	TBC	Tim Gibson
A1140	Water coolers and café boiler maintenance and servicing	Water coolers and Cafe boiler maintenance and servicing	Contract		1	07/08/2025	TBC		Property Services	HoS	TBC	Monique Bonney
A1152	MyCelia Software	MyCelia Software - planning software	Contract	Mar-24	1	02/09/2025	TBC		Planning Services	HoS	TBC	Tim Gibson
A1175	Multi-storey car park machine service agreement	Annual service and maintenance repairs of car park payment machines and operating system	Contract		1	03/09/2025	TBC		CCTV	HoS	TBC	Rich Lehman
A1030	Lone Working	Lone working system - 65 ID Badges with tracking	Contract		2	04/09/2025	TBC		Property Services	HoS	TBC	Tim Gibson
A1163	Boiler Service & Maintenance Borough wide 2024 - 2025	Boiler Service & Maintenance Borough wide 2024 - 2025	Contract		1	11/09/2025	TBC		Property Services	HoS	TBC	
A531	MKS ICT planning Software	MKS ICT planning Software	Contract		5(+2)	13/09/2025	TBC		IT Services	Committee	TBC	Tim Gibson
A1074	CRM, forms and email	Digital solutions for IT and customer service teams includes service designer; employee portal; customer portal; standard payment integration; customer service hub; email marketing; standard support	Contract		1(+1)	22/09/2025	TBC		Communications/ CSC	HoS	TBC	Tim Gibson