

Report of Chief Officer PPPU and CPU

Report to Scrutiny Board (Resources and Council Services)

Date: 23 July 2012

Subject: The consideration of call-in with respect to procurement decisions

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. All decisions of the Executive Board and Key Decisions taken by officers may be called in to be reviewed and scrutinised by the relevant Scrutiny Board, subject to certain exemptions.
2. Concerns have been raised by members that in some cases, procurement projects have not allocated sufficient time for the call-in process to be undertaken effectively.
3. The Transforming Procurement Programme has been formed to drive strategic and systematic change in the council's buying activities. The category management approach implemented by the programme seeks to improve accountability in the planning, execution, management and review of the council's procurements. This includes greater corporate visibility of when contracts end and the timeline for future procurements to ensure successful planning, better allocation of resources and to support service directorate commissioning. The programme also seeks to more effectively support decision making processes.

Recommendations

4. Scrutiny Board (Resources and Council Services) is asked to note the contents of this report and the change programme being undertaken to improve the council's approach to procurement.

Purpose of this report

- 1.1 To acknowledge members' concerns about the consideration of call-in with respect to procurement decisions.
- 1.2 To update members on activities being implemented through the Transforming Procurement Programme to improve the council's approach to procurement.

2 Background information

- 2.1 All decisions of the Executive Board and Key Decisions taken by officers may be called in to be reviewed and scrutinised by the relevant Scrutiny Board, subject to certain exemptions.
- 2.2 To ensure that the call-in process is recognised as a valuable aspect of decision making, appropriate timescales must be incorporated into each procurement project.
- 2.3 The Transforming Procurement Programme has been formed to drive strategic and systematic change in the council's buying activities. The programme is implementing a number of initiatives to improve accountability in the planning, execution, management and review of the council's procurement projects.

3 Main issues

- 3.1 A number of initiatives are being implemented through the Transforming Procurement Programme to improve the council's approach to procurement and the following activities will improve the approach to call-in:
 - An Assurance and Compliance workstream has commenced which seeks to develop and implement strategies to promote appropriate levels of consistency and to ensure compliance with relevant policies and procedures. In addition, the workstream aims to enhance leadership and governance, including ownership, assurance and check and challenge, building on existing processes, guidance and expertise.
 - A procurement calendar is now live which enables the planning and prioritisation of future projects.
 - A resource planning tool has been developed which ensures projects are properly assessed, prioritised, and allocated within available resource to ensure they are delivered to time, budget and required quality level.
 - Procurement Officers are using a scoping document with service directorate colleagues to determine the scale and complexity of each procurement project, including the impact for members. Outcomes will inform planning and the allocation of resources.
 - Corporate procurement staff are seeking involvement at the earliest stage of each project to improve planning and the allocation of resources.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 There are no specific implications with respect to this report.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 There are no specific implications with respect to this report.

4.3 Council policies and City Priorities

4.3.2 The Transforming Procurement Programme aims to support the wider ambitions of the council and specifically contributes to the council value of 'spending money wisely.'

4.4 Resources and value for money

4.4.1 There are no specific implications with respect to this report.

4.5 Legal Implications, Access to Information and Call In

4.5.1 There are no specific implications with respect to this report.

4.6 Risk Management

4.6.1 The Transforming Procurement Programme operates in compliance with the council's risk management policy.

5 Conclusions

5.1 To ensure that the call-in process is recognised as a valuable aspect of decision making, appropriate timescales must be incorporated into each procurement project. This is being addressed through the Transforming Procurement Programme.

5.2 The Transforming Procurement Programme has been formed to drive strategic and systematic change in the councils 'buying activities.' The category management approach implemented by the programme seeks to improve accountability in the planning, execution, management and review of the council's procurements.

5.3 A number of initiatives have been undertaken through the programme to ensure greater visibility of when contracts end and the timeline for future procurements; to improve planning and the allocation of resources; to effectively support decision making processes and to support successful commissioning.

6 Recommendations

6.1 Scrutiny Board (Resources and Council Services) is asked to note the contents of this report and the change programme being undertaken to improve the council's approach to procurement.

7 Background documents¹

7.1 None

¹ The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.