

Resources

Meeting Minutes

Meeting Title	Procurement Panel
Date	Monday 30th January 2006
Start time	11.00 am
Venue	Council Chamber, Rotherham Town Hall
Chair	Councillor Ken Wyatt

Attendees	Init	Programme Area
Ken Wyatt	KW	Councillor
Gerald Smith	GS	Councillor
Robin Stonebridge	RS	Councillor
Carol Adamson	CA	CEX
Lesley Dabell	LD	Voluntary Action Rotherham
Paul Edwards	PE	Corporate Services
Peter Hunter	PH	RIDO
Helen Leadley	HL	Corporate Services
Brian Leigh	BL	RBT
David Lisgo	DL	Social Services
Carol Mills	CM	Corporate Services
David Rhodes	DR	Economic and Development Services
David Sellers	DS	RIDO
Keith Thompson	KT	Corporate Services
Laura Townson	LT	Children & Young People's Services
Graeme Winton	GW	RBT

Apologies	Init	Programme Area
Waheed Akhtar	WA	CEX
Bob Crosby	BC	Neighbourhood Services
Jill Dearing	JD	RBT
Ian Smith	IS	Asset Management Service
Sarah Whittle	SW	Social Services

Minutes		
Ref	Item or Action	Action Owner
01/06	Minutes of Previous Meeting The minutes of the previous meeting of the Procurement Panel, held on Monday, 19th December, 2005, were agreed as a correct record.	

02/06	<p>Matters Arising</p> <p>(a) Procurement – Shortlisting for Beacon Status</p> <p>The presentation had been very well received at the shortlisting event in London, in January. It was anticipated that the decision about Beacon status would be received during March, 2006.</p> <p>(b) “How to do Business with the Council”</p> <p>Brian Leigh’s presentation on RBT’s draft document on ways of doing business with the Council was deferred until the next meeting of the Procurement Panel, to be held on Monday, 27th February, 2006.</p>	BL
03/06	<p>Best Value Performance Indicator (BVPI) 157 - Procurement Measures and Compliance</p> <p>Paul Edwards made a presentation about BVPI 157, the nationally agreed targets for e enabling certain customer-facing transactions performed by local authorities.</p> <p>The Panel noted that this Performance Indicator affected all Service Areas throughout the Council and Paul’s presentation included details of the various types of interaction which were being measured (which are listed on the final page of these minutes).</p> <p>Panel Members noted that:-</p> <ul style="list-style-type: none"> - the Council had delivered the 29 priority outcomes, required by the I&DeA, by the due date of 31st December, 2005; - the Council was already achieving compliance with the required and the good elements of priority outcomes and had begun to meet some of the requirements of the excellent element; the audit of this Performance Indicator was due to begin in the near future; - given the extensive nature of this topic, Paul offered to meet with Panel Members separately, to discuss the implications of BVPI 157 for individual Service Areas. 	
04/06	<p>RBT Service Improvement Plan – Phase 3</p> <p>Graeme Winton made a presentation to the Panel about Phase 3 of the RBT Service Improvement Plan. The first phase had involved bringing together a number of disparate</p>	

	<p>purchasing functions throughout the Council and establishing the P2P (purchase to pay) team and the BPPT (best practice procurement team). The upgrading of technology had taken place in the second phase, with the Cedar 5.0 system and on-line catalogues being introduced. The third phase involves the development of the Council's Corporate Procurement Strategy (current version, draft 3), joint working with other local authorities in the Yorkshire and the Humber region and further e-enabling of the procurement function.</p> <p>The Panel debated the implications of a number of issues in respect of the Service Improvement Plan:-</p> <ul style="list-style-type: none"> - using technology (and thus eliminating the need for paper) for invoicing, ordering and requesting quotes/cost estimates; - ways of measuring the financial savings being achieved; - involvement with the Regional Centre of Excellence for Yorkshire and The Humber; - use of the Supplies and Contract Management System (SCMS); - the timetable for improvements in the first half of 2006, including the first supplier being on-line on Friday, 24th February, 2006; - the arrangements with Rotherham 2010 Limited; - the need for controlled and limited use of procurement cards (one example discussed was the use of these cards for the purchase of supplies for emergency repairs to properties) which could achieve reductions in the cost of individual transactions and also reduce the quantity of materials held in storage. 	
05/06	<p>Public Procurement – Legislation Changes – The New EC Consolidated Procurement Directives</p> <p>Brian Leigh made a presentation to the Panel about the changes to the EC Consolidated Procurement Directives affecting procurement by public sector organisations. A number of salient issues were discussed:-</p> <ul style="list-style-type: none"> - a single Procurement Directive (2204/18/EC) would be effective from Tuesday, 31st January, 2006; - the Competitive Dialogue, a new procedure being 	

	<p>introduced and one which should be treated with caution;</p> <ul style="list-style-type: none"> - the modernisation of procedures and the introduction of e Tendering and e Auctions; - implications for the third sector (ie: the community and voluntary sector) and also for the use of contractors based in the local area; - sustainability issues; - framework agreements will be limited to four years' maximum duration; - Brian Leigh and Simon Bradley were offering to provide advice and guidance to Service Areas on the implications of the new directives. 	
06/06	<p>Financial Regulations - Procurement Guidance</p> <p>Panel members received a copy of a guidance note which documented the procedures to be followed when procuring goods and services on behalf of the Council. The document did not replace the existing requirements and principles contained elsewhere in the Council's Standing Orders and in Section D (Systems and Procedures) of the Council's Financial Regulations, but was to be used by all employees as a reference point to ensure compliance with the Council's Standing Orders and Financial Regulations.</p>	
07/06	<p>Equality and Diversity Standard Level 3 – Q&A Assessment</p> <p>Carol Adamson distributed copies of the self-assessment document which contained the questions and criteria to be completed and evidenced in order to meet the Equality and Diversity requirements within Procurement and Partnership Working. The evidence needs to be gathered by April, 2006, in time for the external validation of the Equality Standard, which is expected during May, 2006.</p> <p>Carol Mills and Helen Leadley agreed to assist with compiling evidence, by identifying a cross-sample of contracts, to check that equality clauses have been included. Subsequently, they would write to the contractor asking for a report on how they are complying with the equality requirements in their contract. This will form the first of an annual sample of contractors to facilitate the monitoring of compliance with equalities' clauses in contracts. It was agreed that Panel members would provide</p>	<p>ALL CM HL CA</p>

	<p>examples from within their Service Areas, to Helen Leadley, which would be assessed for compliance with the Equality and Diversity Standards.</p> <p>Carol Mills and Helen Leadley offered to assist with preparing a report to be considered at the Panel's next meeting and, if necessary, with obtaining the necessary information from contractors.</p> <p>In addition, Panel Members would provide examples to Helen Leadley of the following information, again from within their Service Areas, to enable the Panel to consider, at its next meeting, the need for standardised wording:-</p> <p>a) questions about Equality and Diversity in pre-tender questionnaires issued to prospective tenderers;</p> <p>b) standard terms and conditions relating to Equality and Diversity, included in contract documents as a matter of routine.</p> <p>It was also agreed that Carol Adamson will forward information about the standard contract clauses recommended by the Commission for Racial Equality for inclusion in all contracts, for consideration at the next meeting.</p>	<p>CM HL</p> <p>ALL</p> <p>CA</p>
08/06	<p>Procurement – Three Years' Rolling Plan</p> <p>Carol Mills informed the Panel of the intention to publish, on the Council's Internet web site, a plan of the Council's probable procurement requirements for a period of three years. It was envisaged that the plan would be continually updated and always roll forward for the next three years' period. It was considered that this type of information would be very useful for companies, contractors and suppliers of all sizes, wishing to enter into contracts with the Council. The availability of this information service had also been highlighted during the Beacon status application process. Helen Leadley would be distributing a suggested template document to all Service Areas.</p>	<p>HL ALL</p>
09/06	<p>Procurement – Action Plan</p> <p>Panel Members received as copy of the Procurement Action Plan (as at January, 2006).</p> <p>It is intended that sub-groups of Procurement Panel members will be established to take ownership of certain actions within the Procurement Action Plan, as soon as the</p>	<p>ALL</p>

	Corporate Procurement Strategy has been approved (currently set for mid-March, 2006).	
10/06	Scrutiny of the Procurement Process Helen Leadley referred to Appendix E of the third draft of the Corporate Procurement Strategy, concerning the role of Scrutiny in the Procurement Process. It was recommended that Helen should submit a report on this issue to the meeting of the Performance and Scrutiny Overview Committee, to be held on Friday, 17th February, 2006.	HL

Next Meeting	
Date	Monday 27 th February 2006
Time	1.30 p.m.
Venue	Town Hall, Rotherham

All actions to be completed prior to the next meeting unless otherwise stated.

Procurement Priority Outcomes

R9 (green) - Appropriate e-procurement solutions in place, including as a minimum paperless ordering, invoicing and payment.

G8 (to be delivered by March 2006) - Establishment of a single business account (i.e. a cross-departmental 'account' run by the local authority whereby businesses are allocated a unique identifier that can be stored and managed via a corporate CRM account facility supporting face-to-face, website and contact centre transactions).

G9 (green) - Regional co-operation on e-procurement between local councils.

E5 (not mandatory) - Access to virtual e-procurement 'marketplace' established.

E6 (not mandatory) - Inclusion of Small and Medium Enterprises (SMEs) in e-procurement programme, in order to promote the advantages of e-procurement to local suppliers and retain economic development benefits within the local community.

E7 (not mandatory) - Agreed targets for efficiency savings by December 2005, including the % of undisputed invoices paid in 30 days (BVPI 8).

G7 - Use of technology to integrate planning, regulation and licensing functions (including Entertainment Licensing and Liquor Licensing) in order to improve policy and decision making processes around the prevention of anti-social behaviour

Procurement BVPI 157 Interactions.

Hackney Carriage Licenses
Private Hire Operators Licences
Grounds Maintenance – landscaping
Play Facilities
Contract management
Procurement Policy
Tenders