

## Overview and Scrutiny Scoping Paper 2010/11

Subject of the Review	Procurement	
Review members, including co-optees	Martin Phillips (Chairman) Doug Anson MBE Margaret Aston Hedley Cadd Lesley Clarke Marion Clayton	Steve Kennell Jenny Puddefoot Roger Reed Brian Roberts
Officer contact	Sara Turnbull	
Purpose of the review (Reasons for undertaking the review, including where the ideas have come from)	<p>In the current financial climate it is now more important than ever to secure value for money from services. In recent years, local authorities have increasingly begun to deliver services through external providers.</p> <p>In May 2010, as part of the Transformation Program (AOP), Buckinghamshire County Council decided to build the capability of its corporate procurement function using category management. One of the functions of this review will be to provide members with an update on progress to date, key milestones and a greater understanding of the benefits associated with this investment.</p> <p>In addition, this review will help to identify any improvements that could be made—over and above the changes that are currently underway—to procurement, including category management, processes to deliver efficiencies and high quality services for residents.</p>	
Anticipated outcome(s)	<ul style="list-style-type: none"> <li>• Increased understanding and clarity of the role and importance of category management and procurement in delivering value for money and high quality services for residents.</li> <li>• A better understanding of how procurement and contract management operate together to delivery value for money outcomes.</li> <li>• An evidence-based report with recommendations on areas such as: <ul style="list-style-type: none"> <li>- possible improvements to procurement practices to deliver efficiencies and an enhanced service;</li> <li>- how the procurement process can be made accessible to a wide range of potential suppliers; and</li> <li>- the role of members in oversight and scrutiny of the letting of contracts and contract performance.</li> </ul> </li> <li>• That the report identifies areas of good practice which the council can learn from in taking procurement forward.</li> </ul>	
What is the potential impact of the review on: <ul style="list-style-type: none"> <li>• Residents</li> <li>• Equality issues, e.g. access to services, vulnerable groups</li> <li>• Health inequalities</li> <li>• Adding value to the</li> </ul>	<p><i>Residents:</i> High quality procurement ensures that cost effective services are provided to meet resident's needs. This review will contribute to enhancing the services that residents receive through identifying areas of improvement.</p> <p><i>Equality issues:</i> The review will examine how the needs of vulnerable and disadvantaged people are taken into account in procurement.</p>	

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<p>organisation</p> <ul style="list-style-type: none"> <li>• Partners</li> </ul>	<p><i>Partners:</i> The review will explore how we can improve joint working with partners to achieve efficiencies.</p>
<p>Link to Council Corporate Plan priorities</p>	<p>The review will contribute to the Council's following Corporate Plan priorities:</p> <ul style="list-style-type: none"> <li>• Deliver effective and efficient services</li> <li>• Tailor services to meet local need</li> <li>• Support people who need our help</li> </ul> <p>It may also contribute to the development of a corporate procurement strategy.</p>
<p>Consideration of National Performance Framework indicators</p>	<p>To be reviewed when new National Performance Framework indicators are published.</p>
<p>Link to Sustainable Communities Strategies aims and outcomes</p>	<p>Links to:</p> <ul style="list-style-type: none"> <li>• sustain and grow a thriving voluntary and community sector (Cohesive and Strong Communities theme aim); and</li> <li>• Buckinghamshire residents tell us it's a great place to live (Health and Wellbeing theme outcome).</li> </ul>
<p>Key issues for the review to consider:</p>	<ul style="list-style-type: none"> <li>• What are the key challenges and opportunities for category management and procurement?</li> <li>• How effective is Buckinghamshire County Council in <b>letting and managing contracts</b>, including ensuring that the right outcomes and performance criteria are specified?</li> <li>• Do we have robust <b>contract management</b> in place?</li> <li>• How will the proposed procurement model ensure <b>value for money</b> and what else could be done to improve this?</li> <li>• <b>What good practice can we learn from elsewhere?</b></li> <li>• How accessible are procurement opportunities to the <b>voluntary and community sector?</b></li> <li>• Are there opportunities for enhanced joint working to achieve efficiencies?</li> <li>• What improvements could be made to deliver <b>outcome-based</b> procurement?</li> <li>• Do we and should we <b>pay providers by results?</b></li> <li>• Is the <b>workforce</b> sufficiently experienced or qualified in procurement to meet current and future requirements?</li> <li>• What role do <b>members</b> have in enhancing the transparency and accountability of procurement activity?</li> </ul>
<p>Methodology</p>	<ul style="list-style-type: none"> <li>• Desktop research</li> <li>• Written evidence</li> <li>• Oral evidence: Two evidence sessions</li> <li>• Individual member meetings outside of committee sessions</li> </ul>
<p>Press &amp; Publicity</p>	<ul style="list-style-type: none"> <li>• Press release on completion of review.</li> </ul>

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Key background papers	<ul style="list-style-type: none"> <li>• Buckinghamshire County Council, <i>Selling to Buckinghamshire County Council, A guide for suppliers</i>, March 2010.<sup>1</sup></li> <li>• Buckinghamshire County Council, <i>The Buckinghamshire Compact, Code of Practice on Funding and Procurement</i><sup>2</sup></li> <li>• Communities and Local Government, <i>The National Procurement Strategy for Local Government</i>, April 2008<sup>3</sup></li> </ul>
Use of demographics/ needs data	N/A
Evidence to be provided by:	<p>Internal</p> <ul style="list-style-type: none"> <li>* Frank Downes, Cabinet member for Resources;</li> <li>• Gillian Hibberd, Strategic Director Resources and Business Transformation;</li> <li>• Richard Ambrose, Head of Finance</li> <li>• Mike Dearing – Head of Transformation</li> <li>• Commissioning leads from service areas; <ul style="list-style-type: none"> <li>- Trevor Boyd, Head of Commissioning and Service Improvement, Adults and Family Wellbeing</li> <li>- Chris Munday, Divisional Director, Commissioning &amp; Business Improvement, Children &amp; Young People’s Service</li> <li>- Susie Yapp, Acting Head of Localities and Safer Communities</li> <li>- Jim Stevens, Head of Service (and possibly Mark Rowe, Service Lead, Transport for Bucks.</li> </ul> </li> </ul> <p>External</p> <ul style="list-style-type: none"> <li>• private sector representatives, including Colin Cram (runs consultancy company Marc1 and former Chief Executive, North West Centre of Excellence &amp; Director); and</li> <li>• voluntary and community sector representatives.</li> <li>• Background research on LA practice elsewhere to cover: <ul style="list-style-type: none"> <li>Hampshire County Council</li> <li>Westminster City Council</li> <li>Winsor &amp; Maidenhead Council</li> <li>Wandsworth Council</li> <li>Hammersmith &amp; Fulham Council</li> <li>The Royal Borough of Kensington and Chelsea</li> <li>Birmingham City Council</li> </ul> </li> </ul>
Potential partners	<ul style="list-style-type: none"> <li>• As above</li> </ul>
Resources required	<ul style="list-style-type: none"> <li>• Officer and member time</li> </ul>
Reporting mechanism	<ul style="list-style-type: none"> <li>• Cabinet – to respond to recommendations</li> </ul>

<sup>1</sup> <http://www.buckscc.gov.uk/assets/content/bcc/docs/procurement/Selling%20to%20BCC%20Mar%202010.pdf>

<sup>2</sup> [http://www.buckscc.gov.uk/assets/content/bcc/docs/compact/Code\\_of\\_Practice\\_Funding\\_and\\_Procurement.pdf](http://www.buckscc.gov.uk/assets/content/bcc/docs/compact/Code_of_Practice_Funding_and_Procurement.pdf)

<sup>3</sup> <http://www.communities.gov.uk/publications/localgovernment/procurementstrategy>

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<b>Target dates</b>	<b>Action</b>
<b>Start up</b>	
Tues 19 October, am	Members of OSCC agreed overall scope
Thurs, 11 November, 1-4 pm (Mezz 2)	1 <sup>st</sup> meeting of T & F group: officer presentations, member agreement on details of scope (as discussed by OSCC)
<b>Evidence-gathering</b>	
Thurs 18 November, 1-4 pm (Large Dining Room, Judges Lodgings)	2 <sup>nd</sup> meeting of T & F group: oral evidence
Wed 24 November, 10-1 pm (Mezz 2)	3 <sup>rd</sup> meeting of T & F group: oral evidence
Date to be confirmed	Wash up session: discussion on key findings and possible areas of recommendation
<b>Report drafting</b>	
29 <sup>th</sup> Nov- early Jan	Drafting
<b>Report consideration</b>	
By 10 January 2011	Circulation of draft report to T & F group
Friday 21 January, 1- 4 pm, Phoenix 3	Final meeting of T & F group to agree report
Jan/Feb	Informal discussions with appropriate Cabinet Members on the likely recommendations
14 February	Circulation of draft report to OSCC
22 February	OSCC to agree report
11 March	Circulation of draft report to cabinet, cabinet member response, and press release issued on report
21 March	Report to Cabinet