

Meeting of:	Corporate Performance and Resources Scrutiny Committee
Date of Meeting:	Wednesday, 17 January 2024
Relevant Scrutiny Committee:	Corporate Performance and Resources
Report Title:	Review of the Vale of Glamorgan’s Procurement Policy and Strategy.
Purpose of Report:	To appoint the membership of the Task and Finish Group and to approve the scope for the Group.
Report Owner:	Tom Bowring, Director of Corporate Resources.
Responsible Officer:	Mark Thomas, Democratic and Scrutiny Services Officer.
Elected Member and Officer Consultation:	None.
Policy Framework:	The report is a matter for consideration by the Scrutiny Committee.
<p>Executive Summary:</p> <ul style="list-style-type: none"> • The Corporate Performance and Resources Scrutiny Committee identified as one of its options, on 24th May, 2023, to review the new Procurement Policy, Strategy, processes and documents with regards to embedding circular economy principles throughout the procurement lifecycle in order to maximise social value and decarbonisation outcomes. • Consideration was given to setting up a Task and Finish Group in order to achieve this. This was subsequently agreed at the meeting of Scrutiny Chairs and Vice-Chairs Group on 5th September, 2023 that the review of the new Procurement Policy and Strategy would be chosen as the first to be undertaken by the relevant Task and Finish Group. • The report asks the Corporate Performance and Resources Scrutiny Committee to confirm the membership of the proposed Task and Finish Group. • The report asks the Corporate Performance and Resources Scrutiny Committee to approve the proposed scope, meetings/sessions required and timescale for the review. • The subsequent report(s) produced by the Task and Finish Group will be referred back to the Scrutiny Committee for consideration and any recommendations or comments approved be referred on to Cabinet. 	

Recommendations

1. That the Committee confirms the membership of the Task and Finish Group, to comprise of at least 5 Members (from Labour, Conservative, Plaid Cymru, Llantwit First Independent political groups) and that the first meeting of the Group be undertaken as soon as practicable following its establishment.
2. That the proposed scope and timescale for the review be approved as attached at Appendix 1 to the report.
3. That reports of the Task and Finish Group be referred to the Corporate Performance and Resources Scrutiny Committee for consideration.

Reasons for Recommendations

1. To progress the review.
2. To progress the review.
3. To seek comments / approval on any recommendations of the Group prior to referral to Cabinet.

1. Background

- 1.1 All five of the Council's Scrutiny Committees in considering their work programmes for 2023/24 were requested to put forward items for consideration for review and the most appropriate forms of scrutiny for each of these, including "task and finish".
- 1.2 At its meeting on the 24th May, 2023, the Scrutiny Committee identified as one of its two ideas to go to the Scrutiny Committees Chairs and Vice-Chairs Group for consideration, to review the new Procurement Policy and Strategy with regard to the potential benefits of the Policy and Strategy in terms of social value and decarbonisation and consideration be given to setting up a Task and Finish Group in order to achieve this.
- 1.3 This was subsequently agreed at the meeting of Scrutiny Chairs and Vice-Chairs Group on 5th September, 2023 that the review of the new Procurement Policy and Strategy and would be chosen as the first to be undertaken by the relevant Task and Finish Group.
- 1.4 In undertaking the review, it is envisioned that the following meetings/sessions will be arranged:
 - Initial meeting to elect Chair and Vice-Chair and to consider the scope, practices and options of the Task and Finish Group.
 - Background to procurement and the Council's Policy and Strategy.
 - The subsequent briefings and expert testimonies.
 - Consideration of Proposals and Recommendations.
 - Report of review to Scrutiny Committee for their consideration.

- Referral to Cabinet for their consideration.

2. Key Issues for Consideration

- 2.1** The aim of the Task and Finish Group would be to undertake an examination and review of the Vale of Glamorgan Council's (VOGC) Procurement Policy and Strategy 2022/23 to 2026/27, in particular, relating to the VOGC cutting its Carbon Emissions from the Supply Chain by focusing on reviewing the Sustainable Procurement Strategy, the commissioning of Works/Goods and Services, drawing up of tender Specification and the evaluation strategy.
- 2.2** The Group will look at the suite of documents, governance arrangements, policies and strategy.
- 2.3** The Group will look at operational arrangements i.e. day to day procurement activity in the Council services and procurement activity in Ardal and the hand off between the two.
- 2.4** The Group will take an overview of the lifecycle of procurement i.e. commissioning through to contract renewal.
- 2.5** The Group will also look at how the social value and decarbonisation outcomes are captured and reported.
- 2.6** Attached at Appendix 1 to this report is a proposed review scope outlining the:
 - Aims, objectives and desired outcomes for the review.
 - The types of information and evidence that would be required.
 - The methods to be employed in undertaking the review.
 - The Council Officers and External Witnesses required.
 - Details of the timescales including start and finish dates for the work to be undertaken by the Group.
- 2.7** The Committee is asked to consider and confirm the membership of the proposed Task and Finish Group, with the aim of having as a wide and diverse membership of this Group as possible and to ensure the effective and thorough review of the Vale of Glamorgan's Procurement Policy and Strategy, as outlined above.

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

- 3.1** The Policy and Strategy, and therefore this Task and Finish piece, ties in with the Future Generations Act and Welsh Government policies on procurement.
- 3.2** The aims of the Task and Finish Group will also tie in with the Five Ways of Working, in particular, looking to the long term, taking an integrated approach and prevention.

3.3 This Task and Finish exercise will contribute to the following Corporate Well-Being Objectives:

- To work with and for our communities
- To support learning, employment and sustainable economic growth
- To respect, enhance and enjoy our environment.

4. Climate Change and Nature Implications

4.1 There are no direct climate change and nature implications in respect of this report.

4.2 However, key to this Task and Finish review will be to subsequently address decarbonisation and for extra prominence to be given to sustainability, Project Zero, and ensuring that circular economy principles be applied to the new Procurement Policy and Strategy.

5. Resources and Legal Considerations

Financial

5.1 There are no direct financial implications in respect of this report.

5.2 The establishment of a time limited Task and Finish Group is considered to make optimum use of limited resources. In view of the fact that no new group would commence work on a review prior to other work being finalised, it is recommended that the Task and Finish Group undertake its first meeting as soon as practicable following its establishment.

Employment

5.3 There are no employment implications in respect of this report.

Legal (Including Equalities)

5.4 There are no direct legal implications in respect of this report.

6. Background Papers

[Procurement Policy and Strategy](#) – Cabinet: 27th February, 2023.

[Social Partnership and Public Procurement \(Wales\) Act.](#)

Task & Finish Working Group Project Brief: Procurement Policy and Strategy (*TBC = To Be Confirmed)

Relevant Scrutiny Committee(s):	Corporate Performance and Resources
Originating Scrutiny Committee Meeting(s):	<i>Please insert hyperlink to meeting agenda and minutes.</i> https://www.valeofglamorgan.gov.uk/Documents/ Committee%20Reports/Scrutiny-CRP/2023/23-05-24/Minutes.pdf
Supporting Democratic Services Officer(s):	Mark Thomas

Task & Finish Project Name:	Review of the Vale of Glamorgan's Procurement Policy and Strategy.
Working Group Chairman:	*TBC (will be confirmed at the first meeting of the Task and Finish Group)
Working Group Members:	*TBC (should be agreed at the meeting of CP&R which considers this proposal and covering report).
External Witnesses and Council Officers:	Representatives, Officers from the Vale of Glamorgan Council (VOGC) (including Matt Bowmer, the Head of Finance/Section 151 Officer, buyers/procurement officers for VOGC), Ardal (shared procurement arrangements provider) and any other stakeholders, experts or witnesses identified as part of this exercise.

Project Aim(s):	An examination and review of the VOGC's Procurement Policy and Strategy 2022/23 to 2026/27, in particular, relating to the VOGC cutting it's Carbon Emissions from the Supply Chain by focusing on reviewing the Sustainable Procurement Strategy, the commissioning of Works/Goods and Services, drawing up of tender Specification and the evaluation strategy.
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	<p>Also, once awarded, what Contract Management and Monitoring (of social value and reduction of carbon emissions) is happening and what happens through to the Exit/End (decommissioning) of contracts with that focus on the Circular Economy.</p> <p>The above will be crucial due to the Procurement Reform and the Social Partnerships Bill coming in next year, with this legislation having a significant impact on procurement within the VOGC.</p>
<p>Project Objective(s):</p>	<p>The review will look to cover the key areas of the Procurement Policy, Strategy, processes and documents and to embed circular economy principles to enable maximised social value and decarbonization outcomes.</p> <p>The review will look to embed circular economy principles throughout the Council's procurement processes, to increase opportunities for the local supply chain and shortening supply chains to assist with decarbonisation.</p> <p>It will also help to ensure that the Policy/Strategy continues to maintain a streamlined, more 'punchier' approach to the policy objectives, including extra prominence to Project Zero and greater support for small and medium-sized enterprises (SMEs) and local businesses, an extra emphasis on social value and to ensure that the Council's suppliers help to pursue the Council's objectives.</p> <p>Crucially, the Group will need to talk to the buyers in VOGC to get an understanding of what they are doing in terms of process/ what the hand offs are with Ardal, and what consideration of social value, carbon reduction and circular economy principles at the present time is going into the commissioning of and specification writing of tenders. Also, the Group will need to talk to Ardal so they can understand what Ardal is actually doing for VOGC.</p>
<p>Project Timescales:</p>	<p>* TBC; but could include:</p> <ul style="list-style-type: none"> • Initial meeting to elect Chair and Vice Chair and to consider the scope, practices and options of the Task and Finish Group. • Background to procurement and the Council's Policy and Strategy. • The subsequent briefings and expert testimonies. • Consideration of Proposals and Recommendations. • Final report to be determined by the Scrutiny Committee, ideally, by no later than June 2024.

	<ul style="list-style-type: none"> • Referral to Cabinet for their consideration.
Resources and Budget:	VOGC Officers and Elected Members' time.
Working Methods:	<ul style="list-style-type: none"> • Meetings. • Visits. • Interviews. • Research analysis. • Discussions with External Witnesses and Council Officers, i.e. VOGC buyers/procurement officers and Ardal • Develop an action plan.
Evidence Formats:	<ul style="list-style-type: none"> • Briefing reports. • Presentations. • Background information – current Policies and legislation both current and future. • Site visits. • Consultation. • Interviews with Service Users and/or Expert/External Witnesses.
Relevant Research Information:	<ul style="list-style-type: none"> • The current Procurement Policy and Strategy for the VOGC, including the relevant Cabinet report and reference to Scrutiny as part of its process of adoption. • Procurement policies and strategies undertaken by other, similar local authorities as a point of comparison and consideration. • Any information highlighting best practice in either the public and/or private sector concerning procurement, in particular in terms of not only efficacy and 'Most Advantageous Tenders' or 'MAT' but also in terms of promoting sustainability, decarbonisation and being environmentally friendly as well as promoting other social goods, benefits and equitable work practices by suppliers.

<p>Desired Outcomes:</p>	<ul style="list-style-type: none"> • To review governance of the Procurement Policy and Strategy in terms of sustainability, decarbonisation and social value. • Shortening supply chains and increasing the percentage of overall spend and opportunities to local suppliers • To fully understand the Procurement Policy and Strategy, its challenges, and areas which may need improvement, further investigation and/or development, through the lens of the VOGC cutting its Carbon Emissions from the Supply Chain by reviewing the Sustainable Procurement Strategy. • To look at 'best practice' and innovative practices from other and/or similar local authorities, public sector bodies and those in the private sector, which could help inform and improve the Procurement Policy and Strategy, particular in in terms of social value, decarbonisation, fair working practices and working collaboratively with partners and suppliers. •
<p>Relevant Corporate Plan Well-being Objective(s):</p>	<p>The Policy and Strategy, and therefore this Task and Finish piece, ties in with:</p> <ul style="list-style-type: none"> • The Future Generations Act. • Welsh Government policies on procurement. • Five Ways of Working. • Corporate Well-Being Objectives: <ul style="list-style-type: none"> ○ To work with and for our communities ○ To support learning, employment and sustainable economic growth ○ To respect, enhance and enjoy our environment.
<p>Relevant Corporate Plan Well-being Action(s):</p>	<ul style="list-style-type: none"> • Work innovatively, using technology, resources and our assets to transform our services so they are sustainable for the future. • Improve how we involve, engage and communicate with others about our work and decisions. • Ensure we have robust governance and scrutiny arrangements in place and support our elected members to fulfil their roles. • Take steps to minimise our negative impact on the environment and to influence others to follow our lead and consider how their actions may impact the natural and built environment. We will encourage residents, visitors and business to minimise waste, reduce carbon emissions and to consider how their actions may contribute to pollution. • Work with a range of partners to promote economic growth for the area.

Corporate Reporting Outcomes:	That the subsequent report and the recommendations, comments and suggestions produced by the Task and Finish Group be submitted for consideration to Scrutiny Committee and, if appropriate, be forwarded to Cabinet for their review and endorsement.