

WELWYN HATFIELD BOROUGH COUNCIL
CABINET – 4 SEPTEMBER 2018
REPORT OF THE CORPORATE DIRECTOR (PUBLIC PROTECTION, PLANNING
AND GOVERNANCE)

INTRODUCTION OF GENERAL PROCUREMENT BOARD

1 Executive Summary

- 1.1 Cabinet at its meeting on the 5 June 2018, in deciding to establish a member procurement board for the re-procurement of the council's pest control contract, agreed that this should be done through a new General Procurement Board (GPB). The GPB would oversee all future member procurement boards and have sight of all major procurements of the council.
- 1.2 This was to ensure that members had an overall scrutiny of major procurements and ensure that there is no delay to the procurement process. The process should also be made more efficient by reducing the number of standalone member procurement boards, as the major procurements come through.
- 1.3 This report seeks agreement for the terms of reference for the GPB as set out at Appendix 1 of this report.

2 Recommendation(s)

- 2.1 That Cabinet agree to the draft Terms of Reference for the General Procurement Board as set out in Appendix 1 of this report.
- 2.2 That Cabinet recommends to Council that the council's Constitution is accordingly amended where necessary.

3 Explanation

- 3.1 Currently there is a process of establishing Member led procurement boards for all projects over £100,000. Whilst this process involves Members in the procurement process, it does not allow a light touch approach to some of the smaller procurement projects nor an overall strategic overview of ongoing major projects.
- 3.2 The establishment of the GPB will enable strategic Member overview and involvement in major procurements, without causing any delay to procurement process.

Implications

4 Legal Implication(s)

- 4.1 None directly associated with this report

5 Financial Implication(s)

5.1 None directly associated with this report

6 Risk Management Implications

6.1 Although there are no risks directly associated with this report, each procurement will be subject to a risk assessment through the tender process

7 Security & Terrorism Implication(s)

7.1 None directly associated with this report

8 Procurement Implication(s)

8.1 As detailed in this report

9 Climate Change Implication(s)

9.1 None directly associated with this report

10 Link to Corporate Priorities

10.1 The subject of this report is linked to the Council's Corporate Priority to Engage with our communities and provide value for money.

11 Equality and Diversity

11.1 An Equality Impact Assessment (EIA) has not been carried out in connection with the proposals that are set out in this report

Name of author	Andrew Harper
Title	<i>Procurement Manager</i>
Date	19 th July 2018

Appendices to be listed

Appendix 1:

- Terms of Reference
- Membership
- Meeting Schedule

Appendix 1

General Procurement Board (GPB)

Terms of Reference

1. The GPB will consider the level of Member involvement for all contracts with a total value of £100,000 or more – these being the contracts that have to be agreed by Cabinet.
2. The procurement manager, with the input of the service manager will provide a brief report to the GPB outlining the scope of the contract, especially detailing any direct public interface as well as the proposed duration, estimated value and likely procurement route.
3. The GPB, with the input of the Portfolio Holder for the service and Vice Chairman of the GPB, will consider if :
 - a) the project will be monitored by the GPB
 - b) a specific Member Procurement Board (MPB) should be established for the project.
 - c) the project will have no member involvement (except for consideration of award by Cabinet)
4. If there is a decision to set up an individual Member Procurement Board, then Cabinet should consider this and nominate representatives and agree the terms of reference for that MPB.
5. If the procurement is monitored by the GPB they will:
 - a) Agree the evaluation criteria for all stages.
 - b) Receive a tender evaluation report.
 - c) Agree the recommendation to Cabinet on award of contract.
 - d) Provide a strategic overview over relevant procurements and make any necessary recommendations to Cabinet.
- 6) If availability for meetings is likely to cause delay to the process, decisions can be made by exchange of e mails between all relevant parties

Membership of the GPB:

7 Councillors:

- Chairman: Portfolio Holder for relevant Service contract (this is a rotating role)
- Vice-Chairman Portfolio Holder for Procurement

The GPB will be supported by the following officers:

- Executive Director – Public protection, planning and governance
- Head of Law and Administration or a legal representative
- Procurement Manager
- Service Manager for contract
- Governance Services Officer

Meeting Schedule

- Initially - as required