

WELWYN HATFIELD BOROUGH COUNCIL  
CABINET – 6<sup>TH</sup> NOVEMBER 2018  
REPORT OF THE CORPORATE DIRECTOR (PUBLIC PROTECTION, PLANNING  
AND GOVERNANCE)

GENERAL PROCUREMENT BOARD RECOMMENDATIONS

**1     Executive Summary**

- 1.1     That Members of Cabinet note the minutes of the first General Procurement Board (included in Part 2 of the Agenda due to containing commercially sensitive information) and consider the recommendations.

**2     Recommendation(s)**

- 2.1     That a separate Member Procurement Board be established for the Housing Maintenance contract.
- 2.2     That the Terms of Reference of the General Procurement Board are amended to remove the rotating chairmanship for future meetings and have a standing Chairman. The Chairman shall be the Executive Member, Resources. Portfolio holders for the service will continue to have membership on the board and will vote on 'their' items.

**3     Explanation**

- 3.1     The General Procurement Board considered a number of reports at the first general procurement board on 8<sup>th</sup> October and recommended that two items should be passed onto Cabinet for consideration:
- 3.1.1   A separate specific procurement board for Housing Maintenance be established as this was the largest contract in terms of value (approximately £12 million per annum) and has impact on all council tenants.
- 3.1.2   The General Procurement Board considered the proposed terms of reference and agreed that the rotating chair proposal would not function effectively and that the Executive Member, Resources who is the current Portfolio Holder for Procurement, is to take the permanent chair with portfolio holders for the service presenting their reports and voting on 'their' items.
- 3.1.3   This report proposes to amend the terms of reference of the board accordingly. Further, to ensure that decisions can be taken without delaying the procurement processes, the general principle of the Chairman exercising a casting vote will also be added to the amended terms of reference of the board.

**Implications**

**4     Legal Implication(s)**

- 4.1     None directly from this report.

**5      Financial Implication(s)**

5.1      None directly from this report.

**6      Risk Management Implications**

6.1      None directly from this report.

**7.      Security and Terrorism Implication(s)**

7.1      None directly from this report.

**8      Procurement Implication(s)**

8.1      None directly from this report.

**9      Climate Change Implication(s)**

9.1      None directly from this report.

**10      Human Resources Implication(s)**

10.1      None directly from this report.

**11      Health and Wellbeing Implication(s)**

11.1      None directly from this report.

**12      Communication and Engagement Implication(s)**

12.1      None directly from this report.

**13      Link to Corporate Priorities**

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

**14      Equality and Diversity**

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

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Date	18 <sup>th</sup> October 2018

Background papers to be listed (if applicable)

Appendices to be listed:

1. Minutes of the General Procurement Board on 8<sup>th</sup> October 2018 **(Note: included at Part 2 of the Agenda due to containing commercially sensitive information)**
2. Appendix 1- amended Terms of Reference for the General Procurement Board