

Appendix D

HARBOROUGH DISTRICT COUNCIL

MEETING NOTES OF THE SCRUTINY TASK GROUP DISCUSSING:

COUNCIL OPERATING MODEL and COMMISSIONING AND PROCUREMENT STRATEGY

held in The Cromwell Suite, Three Swans Hotel, Market Harborough, LE16 7NJ

on 23rd April 2013

at 6.30p.m.

Present:

Councillor Beesley-Reynolds (Chair).

Councillors: Dr. Bremner (Ex Officio), Brodrick, Mrs. Simpson, Tomlin and Mrs. Wood.

Guests from the Resource and Performance Scrutiny Panel: Councillors Bannister, Hall and Smith
(apology from Councillor Graves).

Officers: B. Jolly, E. O'Neill and J. Ward-Langman.

Apologies for absence were received from Councillors Hallam and Dr. S. Hill.

MEETING NOTES

RESOLVED that: the notes of the Meeting of this Task Group held on 11th March 2013 be taken as read and signed by the Chairman as a true record.

DRAFT COMMISSIONING AND PROCUREMENT STRATEGY

At its Meeting on 11th March 2013 the Task Group requested that the Resource and Performance Scrutiny Panel consider this item. The Resource and Performance Scrutiny Panel agreed to this request and discussed the proposed strategy on 14th March 2013. Both the Task Group and the Resource and Performance Scrutiny Panel stated that a further Meeting would be necessary. For that reason this Meeting was arranged and it was agreed that the Task Group would be joined by the Resource and Performance Scrutiny Panel, as guests, to assist the debate.

The Task Group received an introduction of the Draft Commissioning and Procurement Strategy from J. Ward-Langman, Service Manager for Commissioning and Procurement.

The following comments and observations were made by the Task Group:

Question/comment	Response
Are the actions listed on the commissioning project on target?	Some of the listed items have already been completed, others are underway, some are behind target.
It would be useful to add a column to provide rationale about the status of the actions on the commissioning project timeline. This could be used to explain why actions are ahead of target or behind target.	The possibility of doing this will be investigated by Officers.
Is the Welland Procurement Unit an appropriate mechanism for the Council?	In previous years the Welland Procurement Unit served the Council well but it is no longer the best solution. Alternatives are currently being

Appendix D

	investigated.
Work is currently underway to procure a new telephone system for the redeveloped Council Offices.	-
When procuring goods and services in the future will the Council be able to give preference to local businesses?	The Council can not stipulate that local businesses must be given preference but it can help remove obstacles to local businesses so that they can complete in the tender process.
What else can the Council do to make local businesses aware of potential tendering opportunities?	It is important that a single, accessible procurement framework be created. It is hoped that there will be opportunities to hold workshops for local businesses to show them how to engage with the Council's tendering process.
Is there any other mechanism that can be used to help the Council connect with local businesses.	Leicestershire Together was formed to help the public service providers in the county to work together. This may be a potential source of collaboration for the Council although this partnership is still at a formative stage. Members can also use the Council's Health and Wellbeing Group to influence local business activity.
European Union regulations become relevant when the value of a contract is above a certain threshold. The Council's Waste and Leisure contracts are above this threshold.	It would be useful to append all relevant rules and regulations to the Statement of Required Practice.

The Task Group RECOMMENDED that:

- (i) all relevant rules and regulations be appended to the Statement of Required Practice.
- (ii) the Commissioning and Procurement Strategy be forwarded to Council for implementation with these notes attached.
- (iii) any changes to the Constitution which result from the implementation of the above Strategy be forwarded to the Constitutional Review Committee for ratification.

COUNCIL OPERATING MODEL

The Task Group received an introduction to the discussion on the Council Operating Model from J. Ward-Langman, Service Manager for Commissioning and Procurement. This was the second meeting that this item was discussed at. The item was first discussed by the Task Group on 14th March 2013.

The following comments and observations were made by the Task Group:

Question/comment	Response
The Executive Strategy Board and the Local Government Association (via a Peer Review) have both contributed to the discussions around shaping the Council's Operating Model.	-

Appendix D

<p>Various options are available to the Council. These include: wholesale outsourcing of services, providing services in-house or a combination of in-house/ outsourced service provision.</p>	<p>The Task Group felt that Council services should be examined on a case-by-case basis rather than implementing a blanket policy of either outsourcing or in-house provision. The result of this process may mean that the Council has a mixed operating model including some in-house service provision and some outsourced service provision.</p>
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The Task Group RECOMMENDED that:

- (i) the Council's services be examined on a case-by-case basis and a strong business case for each service be prepared to assist in the decision to either provide the service in-house or outsource the service.
- (ii) the sample Operating Model discussed be forwarded to the Executive as a draft for comment and approval.

The Meeting ended at 7.30p.m.