

**Resources Department**  
**7 Newington Barrow Way, Finsbury Park, London N7 7EP**

**Report of: Assistant Director, Service Finance**  
**on behalf of the Commissioning and Procurement Board**

Meeting of:	Date	Agenda item	Ward(s)
Policy and Performance Scrutiny Committee	8 March 2018		All

Delete as appropriate		Non-exempt
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**SUBJECT: Report of the Commissioning and Procurement Board to the Policy and Performance Scrutiny Committee (8 March 2018)**

## **1. Synopsis**

- 1.1 This report is the now annual update to the Policy and Performance Scrutiny Committee (the 'Committee') to enable the Committee to maintain an overview of the work of the Commissioning and Procurement Board (the 'Board').
- 1.2 The report forms part of the implementation of the agreed decisions of the Executive on 18 September 2014 following a year-long review of the Council's procurement process by the Committee. The last such report was presented to the Committee on 14 March 2017.

## **2. Recommendations**

- 2.1 To note the work of the Board during 2017/18.
- 2.2 To note the actions of Strategic Procurement and the Board in following up the recommendations of the Committee.

## **3. Background**

- 3.1 The Committee undertook a year-long review of procurement processes and key areas of Council spend. The Executive in response decided that the Board should provide the Committee with a report on its work.
- 3.2 The Committee has now requested this report to be provided annually. The Committee resolved at the meeting 14 March 2017 that the future reports of the Board should:
- focus on the Voluntary Community Sector (VCS) and be in a shorter format (see **Part A**);
  - That details be provided of which organisations had taken part in the procurement training provided and whether this had resulted in them obtaining contracts (see **Part B**).

A shorter summary of other work of the Board is additionally provided (see **Part C**).

### **PART A: VCS Organisations**

- 3.3 The Committee are asked to note some of the work of Strategic Procurement to support the VCS, overseen by the Board, including:
- Offering bi-monthly supplier registration days to assist potential providers to register on the London Tenders Portal, in addition to offering the significant training offer to providers as covered within Part B of this report;
  - Working with other departments on networking events and strategies including the Voluntary and Community Sector Development Team, Business Engagement and Employment Support and Economic Development;
  - Encouraging departmental commissioners to get to know the VCS sector through 'meet the buyer', pre-market engagement, networking, sub-contracting/partnering and/or information events, whilst encouraging the VCS to link with umbrella organisations, such as Voluntary Action Islington (VAI);
  - Publishing lists of all contracts on the Council's website with an aggregate annual value of £5,000 or more to ensure voluntary and community sector can see who our prime contractors are with whom they can build alliances, where they may be too small to contract directly and see when existing arrangements are due to be next available;
  - Having dedicated pages on Selling to the Council with a range of guidance and support available, such as the Tender Resource Pack, along with a dedicated helpline 020 7527 8118 and generic email address [procurement@islington.gov.uk](mailto:procurement@islington.gov.uk) to help with general enquiries on how to do business with the Council;
  - Advertising larger requirements, clearly stating the Council welcomes bids from the VCS, transparently on the Council's website, Contracts Finder and via VAI, in addition to London Tenders Portal which has an e-alert function for a providers chosen key words or service category;
  - Delivering on the Executive agreed Procurement Strategy theme for Supporting the Local Economy, challenging all Procurement Strategies (business cases) to ensure where appropriate they reflect Social Value, are correctly sized, for the best duration, are divided into lots, have selection criteria requiring experience working with the VCS, the

community or hard to reach groups and award criteria in regards to partnership working with the VCS;

- Having streamlined straightforward procurement processes, with thresholds set as high as the Council is reasonably able, sensible and published timescales, utilising standard documentation/terminology, outcome based specifications for the VCS to demonstrate their approach and ability and ensuring documentation is simple, proportionate, reasonable and relevant;
- Balancing cost/quality, obligations/risk, specification terms for the community, sustainability/savings in budget setting, prompt payment to support cash flow and key performance indicators prudently; and
- At the end of the process ensuring comprehensive feedback is provided to bidders to identify how to improve with internal client commissioning officers able to access resources and training to ensure providers do deliver.

## **PART B: Procurement Training**

- 3.4 A workshop can take up to 14 organisations/individuals when fully booked and cost in the region of £50 per attending organisation. The costs were benchmarked as good value money, following a competitive process of 9 organisations and compared with other training available. The Council was committed by the Executive to the programme for five years until March 2020.

A list of the available future Supplier Workshop dates is published on the Council's website: [https://www.islington.gov.uk/business/opportunities/selling\\_council](https://www.islington.gov.uk/business/opportunities/selling_council)

### **2016/17 Programme**

In 2016/17 the following 11 courses were delivered:

- Consortia Bidding Workshop x 3 workshops  
(31 May, 1 July 2016 and 17 January 2017)
- Completing a PQQ/SQ<sup>1</sup> workshop x 4 workshops  
(1 June, 19 July, 14 October 2016 and 17 February 2017)
- Completing an ITT Workshop x 4 workshops  
(24 May<sup>2</sup>, 23 September, 23 November 2016 and 7 March 2017)

The feedback for training was 99% positive or very positive (for detailed information, see **appendix**). The Council spent £7.3m with providers who attended the Council's procurement training.

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<sup>1</sup> The Committee should note that with the introduction of the Selection Question (SQ) replacing the Pre-Qualification Questionnaire (PQQ), the training has been updated to be 'Completing a SQ' with effect from January 2017.

<sup>2</sup> This session was delayed from 2015/16 to enable organisations to attend the session, resulting in 11 instead of the planned 10 sessions.

## 2017/18 Programme

In 2017/18 the following 10 courses were/are being delivered:

- Consortia Bidding Workshop x 3 workshops  
(16 June, 6 October 2017 and 15 February 2018)
- Completing a SQ workshop x 4 workshops  
(5 April, 21 July, 10 November 2017 and 22 March 2018)
- Completing an ITT Workshop x 2 workshops  
(12 May, 25 August 2017, and 12 January 2017)

The feedback for training has been very positive so far. Figures for training satisfaction and send with relevant suppliers will be available in the 2018/19 financial year.

## **PART C: Short summary of other work of the Board**

- 3.5 The Board comprises a senior/chief officers from each Council department, specialist advisors on key areas and the Executive Member with relevant portfolio.
- 3.6 The Board have overseen the work of the Supply Chain Practitioners, the operational manager group which sits below the Boards. In 2017/18 the Supply Chain Practitioners have covered agenda items of spend, market engagement, General Data Protection Regulation (GDPR), Pricing Schedules, Resident Impact Assessments, Service User Involvement, Co-Production, Quotations, Improving Templates and Successful Evaluations.
- 3.7 The Procurement Strategy and Procurement Service Plan have been progressed. A review has taken place of our current status. Strategic Procurement have set their objectives to actively target the five year outcomes set.
- 3.8 The Board continue to have oversight on key supply chain policy decisions, including any revisions to national guidelines or the Council's Procurement Rules. In addition to Strategic Procurement continuing to make sure key messages are delivered through IC Bulletin and Managers' Bulletin.
- 3.9 The Board oversee the transparency publication of the Council of all contracts which exceed £5,000. The data is managed by Strategic Procurement on behalf of the Council. Findings continue to be presented on a calendar monthly basis to the Board for assessment.
- 3.10 The Community Right to Challenge window ran from 1 September 2016 until 31 October 2016 on the Council's website as planned. The window is operated by Strategic Procurement and overseen by the Board. The window allows local community and faith groups to express their interest in running existing Council services and is a legal requirement. The window closed with no expressions of interest from local community or faith groups to take over existing Council services.
- 3.11 The Board has maintained its Constitutional responsibility to "challenge the approach and strategy of commissioning officers across the Council for the purposes of improving efficiency". The Board have invested appropriate time to review and challenge the commissioning of departments before procurement to consider the decision, identify improvements and give reassurance that value for money will be achieved.

#### **4. Implications**

##### **4.1 Financial implications:**

This is an information report only on work undertaken and thus has no additional financial implications.

##### **4.2 Legal Implications:**

This is an information report only on work undertaken and thus has no specific legal implications.

##### **4.3 Environmental Implications**

This is an information report only on work undertaken and thus has no additional environmental implications.

##### **4.4 Resident Impact Assessment (incorporating the Equalities Impact Assessment):**

The council must, in the exercise of its functions, have due regard to the need to eliminate discrimination, harassment and victimisation, and to advance equality of opportunity, and foster good relations, between those who share a relevant protected characteristic and those who do not share it (section 149 Equality Act 2010). The council has a duty to have due regard to the need to remove or minimise disadvantages, take steps to meet needs, in particular steps to take account of disabled persons' disabilities, and encourage people to participate in public life. The council must have due regard to the need to tackle prejudice and promote understanding.

Neither the initial screening for a Resident Impact Assessment (RIA) nor a full RIA has been completed, as this is an information report only on work undertaken and thus has no additional resident and/or equalities implications.

#### **5. Conclusion and reasons for recommendations**

- 5.1 This report updates the Committee on work undertaken by Board, focussing on the Committees chosen areas.

#### **Appendices/Background papers**

Combined feedback results for completing an ITT, completing an SQ and Consortia bidding

Final report clearance:

#### **Signed by:**

Asst Director, Service Finance

Date

#### **Received by:**

Head of Democratic Services

Date

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## **APPENDIX**

### **Combined feedback results for completing an ITT, completing an SQ and Consortia bidding** **Total of 11 sessions form 24 May 2016 – 07 April 2017**

	<b>Strongly disagree</b>	<b>Disagree</b>	<b>Neither agree nor disagree</b>	<b>Agree</b>	<b>Strongly agree</b>	<b>Did not respond</b>
<b>The workshop covered the topics that I wanted to know more about</b>				41%	56%	3%
<b>The information was presented in a clear and organised way</b>				33%	67%	
<b>The length of the workshop was about right</b>				48%	52%	
<b>The amount of material covered was about right</b>			3%	38%	59%	
<b>The pace of the workshop was about right</b>				33%	67%	
<b>I now have a better understanding of how to complete a PQQ/SQ/ITT etc.</b>				26%	74%	