

 FINANCE & AUDIT SCRUTINY COMMITTEE 3rd January 2018		Agenda Item No. 4
Title	Chief Executive's Office Contracts Register	
For further information about this report please contact	Andrew Jones, Deputy Chief Executive & Monitoring Officer Andrew.jones@warwickdc.gov.uk Tel: 01926 456830	
Wards of the District directly affected	N/A	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	N/A	
Background Papers	Contracts Register	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No
Equality Impact Assessment Undertaken	No

Officer/Councillor Approval	Date	Name
Chief Executive	18 th December 2017	Chris Elliott
CMT	18 th December 2017	Chris Elliott Bill Hunt Andrew Jones
Section 151 Officer	18 th December 2017	Mike Snow
Monitoring Officer	18 th December 2017	Andrew Jones
Portfolio Holder(s)	18 th December 2017	Cllr Andrew Mobbs
Consultation & Community Engagement		
Final Decision?	Yes	
Suggested next steps (if not final decision please set out below)		

1. **Summary**

- 1.1 This report enables Finance & Audit Scrutiny Committee to review the Chief Executive's Office Contracts Register.

2. **Recommendation**

- 2.1 That Finance & Audit Scrutiny Committee review the Chief Executive's Office Contracts Register attached at Appendix 1 making any comments and/or suggestions it considers appropriate.

3. **Reasons for the Recommendation**

- 3.1 The review of Chief Executive's Office Contracts Register enables members of the Finance and Audit Scrutiny Committee to consider its robustness, make appropriate suggestions on how it could be improved, and consider the document within the context of promoting sound procurement practice across the Council.

4. **Policy Framework**

4.1 **Fit for the Future (FFF)**

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal in relation to the Council's FFF Strategy.

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/productivity of local economy Increased employment and income levels
Impacts of Proposal		
No direct impact	No direct impact	No direct impact
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained	<u>Intended outcomes:</u> Focusing on our customers' needs	<u>Intended outcomes:</u> Better return/use of our assets

All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	Continuously improve our processes Increase the digital provision of services	Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
Some of the contracts should enhance the knowledge of staff of the relevant areas so as to help them to be more effective.	The support services help to ensure these key services are provided efficiently for customers.	The contracts are varied. Many do seek to contribute improving the Council's overall financial standing, whilst ensuring compliance with legislation and good governance.

4.2 Supporting Strategies

Each strand of the FFF Strategy has several supporting strategies and the relevant ones for this proposal are detailed below:-

- Medium Term Financial Strategy
- Treasury Management and Investment Strategies.
- Anti-Fraud Strategy
- Code of Procurement Practice

4.3 Changes to Existing Policies

The proposals in this report do not propose any changes to existing policies.

4.4 Impact Assessments

No Applicable.

5. Budgetary Framework

- 5.1 There are no direct budgetary implications arising from this report. All of the Council's *buying expenditure* should be made in accordance with the requirements of the Council's Code of Procurement Practice. This enables the Council to achieve value for money from its expenditure through the correct tendering of contracts, and the subsequent management of those contracts.

6. Risks

- 6.1 It is important that all procurement across the Council complies with the relevant procurement regulations and directives and also the Council's Code of Procurement Practice. By following this approach the Council will reduce the risk of challenge.
- 6.2 Contract Management is an important element of procurement. Contracts need to be properly managed to ensure compliance with the contract whilst considering all relevant aspect that may affect the performance of the contract.

It is important that contract managers pro-actively plan ahead to ensure the procurement of future contracts is properly managed.

7. **Alternative Option(s) considered**

- 7.1 This report is not concerned with recommending a particular option in preference to others so this section is not applicable.

8. **Background**

- 8.1 The Terms of Reference for the Finance and Audit Scrutiny include "Promote value for money and good procurement practice". This is a role that the Committee has actively pursued. In carrying out this role the Committee appointed three of its members to act as Procurement Champions to assist and advise the Procurement Manager. Without doubt, partly as a result of these actions, the status and knowledge of procurement has increased substantially across the organisation in recent years.
- 8.2 In March 2014 the Finance and Audit Scrutiny Committee requested that it review each Service Area's Contracts Register in turn. These reviews were intended to follow the approach used to review the Risk Registers, whereby the relevant Portfolio Holder and Head of Service are available to answer the Committee's questions.

9. **Chief Executive's Office Contracts Register**

- 9.1 The latest version of the Chief Executive's Office Contracts Register is set out as Appendix 1.