

	FINANCE & AUDIT SCRUTINY COMMITTEE 4th April 2018	Agenda Item No. 5
Title: Review of Contracts Register		
For further information about this report please contact	Marianne Rolfe Head of Health & Community Protection 01926 456700 Marianne.rolfe@warwickdc.gov.uk	
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Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?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	Nil	

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 and Sustainability Impact Assessment Undertaken	NO

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	12/03/18	Andrew Jones
Head of Service	12/03/18	Marianne Rolfe
CMT	12/03/18	Andrew Jones
Section 151 Officer		Mike Snow
Monitoring Officer	12/03/18	Andrew Jones
Finance		Mike Snow
Portfolio Holder(s)		Councillor Andrew Thompson
Consultation & Community Engagement		
Final Decision?		No
Suggested next steps (if not final decision please set out below)		

1. SUMMARY

- 1.1 This report sets out the process for the review by Finance & Audit Scrutiny Committee of the Head of Health and Community Protection's Contracts Register.

2. RECOMMENDATION

- 2.1 That Finance & Audit Scrutiny Committee should review the Head of Health and Community Protection's Contract Register attached at Appendix 1 and make observations on it as appropriate.

3. REASONS FOR THE RECOMMENDATION

- 3.1 The review of Head of Health and Community Protection's Contract Register allows members of the Finance and Audit Scrutiny Committee the opportunity to consider the robustness of the register, make appropriate suggestions on how the register 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 if any 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> <ul style="list-style-type: none">Improved health for allHousing needs for all metImpressive cultural and sports activities	<u>Intended outcomes:</u> <ul style="list-style-type: none">Area has well looked after public spacesAll communities have access to decent open space	<u>Intended outcomes:</u> <ul style="list-style-type: none">Dynamic and diverse local economyVibrant town centresImproved performance/

<ul style="list-style-type: none"> • Cohesive and active communities 	<ul style="list-style-type: none"> • Improved air quality • Low levels of crime and ASB 	<ul style="list-style-type: none"> • productivity of local economy • Increased employment and income levels
Impacts of Proposal		
Ensures that procurement contributes to the health and wellbeing agenda	Ensures that procurement contributes to the sustainability agenda.	Ensuring that opportunities are provided to the local businesses and suppliers.
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> <ul style="list-style-type: none"> • All staff are properly trained • 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 	<u>Intended outcomes:</u> <ul style="list-style-type: none"> • Focusing on our customers' needs • Continuously improve our processes • Increase the digital provision of services 	<u>Intended outcomes:</u> <ul style="list-style-type: none"> • Better return/use of our assets • Full Cost accounting • Continued cost management • Maximise income earning opportunities • Seek best value for money
Impacts of Proposal		
None identified	Ensure that procurement is undertaken in a fair and transparent manner.	Ensuring that procurement obtains good value for money.

- 4.2 Supporting Strategies: Each strand of the FFF Strategy has several supporting strategies and the relevant ones for this proposal are the Councils Code of Procurement Practice. This report demonstrates the interventions being undertaken across the council to deliver the councils approach.

- 4.3 Under the Council's Code of Procurement Practice, details of all contracts for the supply of goods, services and supplies should be held on the council's central contracts register. The code also states the tender process to be used by officers when procuring goods and services.
- 4.4 Changes to Existing Policies: There are no proposed changes to existing policies proposed by this report.

5. BUDGETARY FRAMEWORK

- 5.1 There are no direct budgetary implications arising from this report. All of the Council's expenditure should be made in accordance with the requirements of the Council's Code of Procurement Practice. This should help the Council to ensure that it achieves 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. Also, it is important that contract managers pro-actively plan ahead to ensure the procurement of future contracts is properly managed.

7. ALTERNATIVE OPTIONS 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 departmental Contracts Register in turn. These reviews were intended to follow the approach used to review the Risk Register, whereby

the relevant portfolio holder and head of service are available to answer the committee's questions.

9. Health and Community Protection's Contracts Register

- 9.1 The latest version of the Health and Community Protection's Contracts Register is set out as Appendix 1.
- 9.2 Over the last year, Health and Community Protection have undertaken a review of the listed contracts and service level agreements on the contracts register. This highlighted a number of missing contracts from the register. Corrective action has been taken to ensure that those omissions are rectified.
- 9.3 This work has highlighted that some contracts or service level agreements do not been documented contracts that can be identified. Officers are working to ensure that these omissions are corrected.
- 9.4 There are a number of contracts due to expire shortly or in the first six months of 2018/19. Officers are aware of the expiry dates of the contracts are engaged in the necessary works to enable re-procurement of the contracts.