

## Select committee Recommendations and Actions:

October 2022

No	Recommendation	Responsible Officer	Progress update	End Date	Status
1	That the Council enter dialogue with the University in relation to identifying any students nearing the end of their studies who may be interested in a role in procurement.	Head of Procurement	Initial priority has been given to recommendation 3, following which discussions will be held regarding future cohorts of students.	January 2023	
2	That opportunities be considered in relation to engaging with partners to utilise their skills and resources in areas such as procurement to help deliver major capital schemes.	Director of Regeneration / Head of Procurement	Conversations have been held with Procurement leads in Wolverhampton anchor network (WAN). Discussions have also been held with regional Procurement Leads. Synergies across the organisations have been discussed seeking to identify potential opportunities.	Ongoing	
3	That the Council enter dialogue with the University, College and other local providers, in relation to providing the Chartered Institute of Procurement and Supply Diploma qualification	Head of Procurement	Discussions have been held with the University and the University is having discussions about the potential of offering CIPS training. A follow up meeting will be arranged with the University.	November	
4	That the Council investigate using market forces supplements in the short term to recruit to the more senior posts whilst at the same time ensuring that clear succession planning is in place by continuing to develop our own	Head of Procurement	Market forces have been signed off by the Pay Strategy Board and were implemented in recent recruitment.	Delivered	

## Select committee Recommendations and Actions:

October 2022

	staff through the apprentice and procurement buyers posts and the Diploma.				
5	That a clause be added when a qualification is undertaken and funded by the Council, that should the employee leave within a certain amount of time after studying, that all or part of the fee for the course be reimbursed.	Head of Procurement	A process has been signed off for compliance with Legal Services and HR.	Delivered	
6	That when advertising for procurement roles, the Council go beyond the normal compensation package. This should also include highlighting the less tangible elements that make working for the City of Wolverhampton Council special and using the website to highlight and promote this.	Head of Procurement	A landing site has been developed.  The landing site can be found here: <a href="http://www.wolverhampton.gov.uk/jobs-and-careers/recruitment-procurement">www.wolverhampton.gov.uk/jobs-and-careers/recruitment-procurement</a>	Delivered	

Select committee Recommendations and Actions:

October 2022

7	<p>That to provide coordination and consistency of approach across all departments, that a new post be created to lead on the implementation of the Wolverhampton Pound initiative and to ensure that the operational objectives of the Wolverhampton Pound are fully recognised and embedded in the day-to-day work of the Council moving forwards.</p>	<p>Director of Finance</p>	<p>A job description has been developed for the Head of Wolverhampton Pound and recruitment will commence in October.</p> <p>The ongoing review of the Procurement Pipeline and contract reviews being undertaken through the Contract Management Project are helping to embed the Wolverhampton Pound Approach. It can be seen, through recent procurement reports, that progress has been made to embed the approach.</p> <p>This work has informed thinking about how the new resource can best add value to the organisation.</p> <p>Once person has been appointed a work plan will be developed with the officer to implement the objectives to further drive and embed Wolverhampton Pound in the Council and with the Anchor Network.</p> <p>The Anchor Network have agreed to co-fund a co-ordinator post for the network to help to ensure that we continue to make progress on all three workstreams of procurement, workforce and assets.</p>	<p>January 2023</p>	
8	<p>That the Procurement Pipeline be kept under review and monitored on a regular basis through the relevant scrutiny panels.</p>	<p>Head of Procurement</p>	<p>A mechanism has been developed with Strategic finance to imbed the procurement pipeline in financial monitoring practices Attendance at leadership teams is now established.</p> <p>The Procurement Team are monitoring Starting Procurement Forms to ensure they align with the procurement pipeline.</p> <p>The procurement pipeline is now being utilised to inform budget and MTFS planning.</p>	<p>Ongoing</p>	

Select committee Recommendations and Actions:

October 2022

			<p>The pipeline will be brought to Scrutiny Panels as part of the combined performance and budget reports.</p> <p>The team will continue to monitor the pipeline and work with service areas.</p> <p>New practices will be continually reviewed to ensure that they are having the required outcomes.</p>		
9	<p>That when the Pipeline is published, at least three upcoming contracts be identified to be used as pilots for the new approaches to procurement and the Wolverhampton Pound and that a report in relation to these and the ongoing management of the contracts be monitored through the scrutiny process.</p>	<p>Head of Procurement and Head of Commercial</p>	<p>This recommendation has been aligned with the contract management project, i.e. contract reviews and upcoming procurements.</p> <p>Contracts will be identified, and Key Performance Indicators will be developed for monitoring and reporting.</p> <p>Processes will be continued to be further develop and reviewed.</p>	<p>September 2023</p>	
10	<p>That any social value and ethical priorities relating to procurement link to the Our City: Our Plan and that there be a refresh of the Council social value strategy.</p>	<p>Head of Procurement and Head of Commercial</p>	<p>The Strategy and Framework are in development which links in with the Sustainability Framework and Procurement Strategy which have also been updated.</p> <p>Once finalised, approval will be obtained through the governance process.</p>	<p>December 2022</p>	

## Select committee Recommendations and Actions:

October 2022

11	The Committee suggest that a working group be set up to investigate and balance areas of risk in relation to the procurement process and where processes might be streamlined and areas such as liability insurance reduced. The working group should include representatives from legal, procurement, audit and risk and governance.	Head of Procurement / Head of Audit	<p>Representatives from the organisation have been identified, these are Internal Audit Business Partner, Head of Procurement, Lead Lawyer, Head of Governance, Head of Commercial. Representatives from various teams will be asked to participate when required.</p> <p>The process is being led by Internal Audit.</p> <p>An initial review will be undertaken however it is recognised that a further review may be required when the outcome of legislative changes are understood.</p>	December 2022 for the initial review to be completed	
12	That a structured and consistent approach is developed in relation to pre procurement supplier engagement.	Head of Procurement	<p>The Pipeline has been published in accordance with the requirements.</p> <p>In order to improve consistency and a structured approach electronic documentation is in development for engagement, soft market tests and Prior Information Notices (PINs).</p> <p>The new documents will be launched with training and advice being given to users.</p>	Awaiting final Procurement Bill circa January 23, as a number of changes are expected relating to pre-procurement activity	
13	That there be mandatory training for all contract managers included as part of their induction process.	Head of Commercial	<p>Contract management training is now mandatory. The training identified through the Government Commercial College has been rolled out.</p> <p>Feedback is being gathered to inform future tailored training.</p>	April 2023	

## Select committee Recommendations and Actions:

October 2022

			Training uptake statistics are being shared with the organisation. Conversations are being held with Organisational Development to discuss how appropriate training can be incorporated in the induction process for relevant officers.		
14	That moving forward, training is developed in-house in relation to procurement and contract management and includes references to the Our City: Our Plan, Vision 2030, the Wolverhampton Pound, Relighting our City and the Social Value Framework.	Head of Commercial	<p>Currently collating contract management topics following contract reviews and feedback from training undertaken.</p> <p>Several officers are undertaking Practitioner Level training, these officers will be contract management champions to support services.</p> <p>Future training topics and formats will be developed in conjunction with Organisational Development to support strategies.</p>	September 2023	
15	<p>That regular reports be provided to the Our Council Scrutiny Panel to include:</p> <ul style="list-style-type: none"> <li>• how and where social value is being achieved and measured,</li> <li>• figures in relation to how we are retaining increased economic wealth</li> <li>• information on new job creation</li> <li>• how we are ensuring value for money throughout the procurement and contract management process</li> </ul>	Director of Finance	<p>It was anticipated that the new systems for E-tendering and contract management would provide a mechanism to record and report on all aspects of contract performance including social value. However, the initial tender exercise was unsuccessful.</p> <p>Until such time as a new contract management system is in place it is necessary to establish an interim solution to bring several different data sources together to enable corporate reporting.</p> <p>The Digital and Data and Analytics Teams are supporting the system procurement and will also help to develop an interim solution.</p>	End of 2023	

Select committee Recommendations and Actions:

October 2022

	<ul style="list-style-type: none"> <li>• updates on training for contract and service managers</li> <li>• successes to be celebrated</li> </ul>		<p>Processes will be developed to capture data to enable the organisation to report on the identified areas.</p>		
16	<p>That a single point of contact for the procurement processes and contract management processes be identified.</p>	<p>Head of Procurement and Head of Commercial</p>	<p>The Procurement and Commercial teams are continuing with the various business engagement forums.</p> <p>The Head of Procurement is investigating resources required to allocate a single point contact, looking at a one Council approach to support local business in conjunction with the Regeneration team. Procurement do have multiple channels for contact including our dedicated webpage on the Councils main website: <a href="http://www.wolverhampton.gov.uk/business/opportunities">www.wolverhampton.gov.uk/business/opportunities</a></p> <p>The Tendering portal <a href="http://www.wolverhamptontenders.com">www.wolverhamptontenders.com</a> and Twitter page <a href="https://twitter.com/buywolves">twitter.com/buywolves</a></p> <p>The procurement pipeline can be found <a href="http://www.wolverhampton.gov.uk/business/opportunities/procurement-">www.wolverhampton.gov.uk/business/opportunities/procurement-</a></p>	<p>March 2023</p>	

Select committee Recommendations and Actions:

October 2022

			<p><a href="#">pipeline</a> and contact details of how to contact Procurement are also available there.</p> <p>The Procurement team have recently supported the meet the supplier event as part of Wolverhampton Business week.</p> <p>The Head of Commercial is investigating resources required to support a single point contact for Contract Management this will be picked up as part of the Contract Management Project.</p> <p>Processes and single point to be agreed once the Head of Wolverhampton Pound is appointed.</p>		
17	That existing application and bureaucratic processes be assessed and where possible, streamlined.	Head of Procurement	Refer to recommendation 11.	December 2022 for the initial review to be completed	
18	That visible leadership be used to promote the Wolverhampton Pound at both councillor level and officer level and that a champion from both areas be appointed to raise awareness and champion the work being done. These champions will provide visible leadership at the highest levels and help to raise the profile of the Wolverhampton Pound to	Director of Finance	This is being incorporated with recommendation 7	January 2023	



Select committee Recommendations and Actions:

October 2022

	local businesses, the VCS and our communities.				
19	That regular reports in relation to the work of the VCS be provided to Scrutiny Board or the All-Councillor briefings to help to raise awareness and support for the organisations.	Deputy Chief Executive	<ul style="list-style-type: none"> <li>SEB will be updated in October regarding the VCS landscape and changes within the sector, following this Scrutiny Board will be updated</li> </ul>	January 2023	
20	That consideration be given as to whether the VCS might have a place on the Anchor Network and that if this is not possible, that processes be put in place to ensure that the VCS is regularly and routinely consulted by the Network.	Deputy Chief Executive	<ul style="list-style-type: none"> <li>A two-year full-time Co-Ordinator role has been established and co-funded by the 5 anchor institutions</li> <li>Ongoing discussions will continue with the VCS including through the Inclusion Board to identify how the VCS will engage and be represented on the Anchor network.</li> </ul>	March 2023	