

APPENDIX 1 - The Wolverhampton Pound Select Committee - Action Plan

Key

Blue – Delivered **Green** - Ongoing

Recommendation	Action Owner	End Date	Progress	Status
Recommendation 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.	John Thompson Head of Procurement	January 2023	Initial priority has been given to recommendation 3, following which discussions will be held regarding future cohorts of students.	
Recommendation 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.	Richard Lawrence Director of Regeneration Ian Fegan Director of Communications and External Relations	Ongoing	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.	
Recommendation 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.	John Thompson Head of Procurement	November 2022	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.	

Recommendation	Action Owner	Timescales	Progress	
<p>Recommendation 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 staff through the apprentice and procurement buyers posts and the Diploma</p>	<p>John Thompson Head of Procurement</p>	<p>Delivered</p>	<p>Market forces have been signed off by the Pay Strategy Board and were implemented in recent recruitment.</p> <p>2 out of the 3 Procurement Business Partner vacancies (IT and Social Care) have been filled, one is an internal and one is an external candidate</p> <p>2 Procurement Buyer posts have just been filled as part of our grow our own approach; one was previously a graduate trainee. In addition, a previous buyer has now been promoted to Procurement Manager.</p> <p>An apprentice role will be shortly advertised which will be initially available for re-deployment, internal and care leaver applications (to support corporate parenting) only. The position will support the Procurement team in delivery of procurement activity and will be supported to achieve professional qualifications.</p> <p>Procurement will shortly have 2 Procurement buyers and 1 Procurement manager post completing Level 4 Procurement qualification and 2 Procurement managers completing Level 5 and 6 Procurement qualifications. These opportunities are open to all team members who do not currently hold them</p>	

			The Council came third in our cohort on the Commercial Standards and Continuous Improvement Framework (CCIAF) for our training offer.
Recommendation 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.	David Pattison Chief Operating Officer	Delivered	<p>A process has been signed off for compliance with Legal Services and HR.</p> <p>One Procurement manager has currently taken up the offer with another will be starting in March 23</p> <p>The Council came third in our cohort on the Commercial Standards and Continuous Improvement Framework (CCIAF) for our training offer.</p>
Recommendation 6: That when advertising for procurement roles, the Council go beyond the normal compensation package to also highlight the less tangible elements that make working for the City of Wolverhampton Council special and to use the website to really highlight and promote this.	John Thompson Head of Procurement	Delivered	<p>A landing site has been developed which emphasises the importance of procurement in the Council and also our focus on training and development. The landing site can be found here: www.wolverhampton.gov.uk/jobs-and-careers/recruitment-procurement</p> <p>On the Council's website, the job vacancies page also provides links to information about the benefits of working for the Council which can be found here: Job vacancies City Of Wolverhampton Council https://www.wmjobs.co.uk/employer/1015/city-of-wolverhampton-council/</p> <p>2 Procurement Buyer posts have just been filled as part of our grow our own approach, one was previously a graduate trainee; previous buyer has now been promoted to Procurement Manager.</p> <p>A number of Procurement Manager vacancies will be advertised shortly along with a Procurement Apprentice role.</p>

Recommendation	Action Owner	Timescales	Progress	Status
<p>Recommendation 7: That to provide coordination and consistency of approach across all departments, that resources for the Wolverhampton Pound initiative are reviewed by officers, and that additional capacity is identified to ensure delivery against this key priority.</p>	<p>David Pattison Chief Operating Officer</p> <p>Claire Nye Director of Finance</p> <p>Charlotte Johns Director of Strategy</p>	<p>January 2023</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 an appointment has been made 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>Recommendation 8: That the Procurement Pipeline be kept under review and monitored on a regular basis through the relevant scrutiny panels.</p>	<p>Claire Nye Director of Finance</p> <p>John Thompson</p>	<p>Ongoing</p>	<p>A mechanism has been developed with Strategic Finance to imbed the procurement pipeline in financial monitoring practices</p> <p>Attendance at leadership teams is now established</p>	

	<p>Head of Procurement</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. The pipeline will be brought to Scrutiny Panels as part of the combined performance and budget reports. 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> <p>The Council came first in our cohort on the Commercial Standards and Continuous Improvement Framework (CCIAF) for our pipeline process.</p>	
<p>Recommendation 9: 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>Claire Nye Director of Finance</p> <p>John Thompson Head of Procurement</p> <p>Parvinder Uppal Head of Commercial</p>	<p>September 2023</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>	


Recommendation	Action Owner	Timescales	Progress	
<p>Recommendation 10: 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>Charlotte Johns Director of Strategy</p> <p>Laura Collings Head of Policy and Strategy</p> <p>Claire Nye Director of Finance</p> <p>Parvinder Uppal Head of Commercial</p>	<p>December 2022</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>Recommendation 11: 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.</p>	<p>David Pattison Chief Operating Officer</p>	<p>December 2022 for the initial review to be completed</p>	<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. 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>	

<p>Recommendation 12: That a structured and consistent approach is developed in relation to co-production and early market engagement.</p>	<p>Claire Nye Director of Finance</p> <p>John Thompson Head of Procurement</p>	<p>Awaiting final Procurement Bill circa January 23, as a number of changes are expected relating to pre-procurement activity</p>	<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>	
<p>Recommendation 13: That there be mandatory training for all contract managers included as part of their induction process.</p>	<p>Parvinder Uppal Head of Commercial</p>	<p>April 2023</p>	<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> <p>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.</p>	
<p>Recommendation 14: That moving forward, training be developed in house in relation to procurement and contract management and include reference to the Our City: Our Plan, Vision 2030, the Wolverhampton Pound, Relighting our City and the Social Value Framework.</p>	<p>Parvinder Uppal Head of Commercial</p>	<p>September 2023</p>	<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>	
<p>Recommendation 15: That regular reports be provided to the Our Council Scrutiny Panel to include:</p> <ul style="list-style-type: none"> • how and where social value is being achieved and measured • figures in relation to how we are retaining increased economic wealth • information on new job creation • how we are ensuring value for money throughout the procurement and contract management process • updates on training for contract and service managers • successes to be celebrated. 	<p>David Pattison Chief Operating Officer</p> <p>Charlotte Johns Director of Strategy</p> <p>Claire Nye Director of Finance</p> <p>Richard Lawrence Director of Regeneration</p>	<p>End of 2023</p>	<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> <p>Processes will be developed to capture data to enable the organisation to report on the identified areas.</p>	

<p>Recommendation 16: That a single point of contact for the procurement processes and contract management processes be identified.</p>	<p>Claire Nye Director of Finance</p> <p>John Thompson Head of Procurement</p>	<p>March 2023</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: www.wolverhampton.gov.uk/business/opportunities</p> <p>The Tendering portal www.wolverhamptontenders.com and Twitter page twitter.com/buywolves</p> <p>The procurement pipeline can be found www.wolverhampton.gov.uk/business/opportunities/procurement-pipeline 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>	
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<p>Recommendation 17: That existing application and bureaucratic processes be assessed and where possible, streamlined.</p>	<p>David Pattison Chief Operating Officer</p> <p>Claire Nye Director of Finance</p>	<p>December 2022 for the initial review to be completed</p>	<p>Refer to recommendation 11.</p>	
<p>Recommendation 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 local businesses, the VCS and our communities.</p>	<p>David Pattison Chief Operating Officer</p>	<p>January 2023</p>	<p>This is being incorporated with recommendation 7</p>	
<p>Recommendation 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.</p>	<p>Mark Taylor Deputy Chief Executive</p> <p>Joanna Grocott Place Based Manager</p>	<p>March 2023</p>	<p>SEB will be updated in October regarding the VCS landscape and changes within the sector, following this Scrutiny Board will be updated</p>	

<p>Recommendation 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.</p>	<p>Mark Taylor Deputy Chief Executive</p> <p>Charlotte Johns Director of Strategy</p> <p>Anchor Network</p>	<p>March 2023</p>	<p>A two-year full-time Co-Ordinator role has been established and co-funded by the 5 anchor institutions</p> <p>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.</p>	
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