

REFERENCE	YMCH 6
LEAD MEMBERS	Councillors: 1 Gwynfor Edwards 2 Trevor Edwards 3 Aled Evans 4 Eryl Jones-Williams 5 Dafydd Meurig 6 Mair Rowlands
LEAD OFFICER	Janet Roberts Senior Manager Delivery and Change Support Service
SUPPORT and ADMINISTRATION	Ann E Roberts Performance and Scrutiny Officer

1. Background

The aim of the Sustainable Procurement Policy is to deliver procurement in a responsible and sustainable manner and to make the most of opportunities to maximise the best use of the Council's expenditure to improve economic, environmental and social performance within the County.

Specifically, the Sustainable Procurement Policy aims to:

1. ensure that procurement activity is organised as to enable suitable suppliers to try for Council contracts
2. reduce the environmental effect by better selection and use of goods, services and work;
3. ensure that value for money assessments are based, where appropriate, on lifetime costs.

2. Purpose of Investigation

The purpose of the Scrutiny Investigation into the performance of sustainable procurement of the Council on contracts between £50k and £500,000 will be to look at the following matters:

- the aptness of the Sustainable Procurement Policy and the current arrangements
- compliance with the policy and those arrangements
- look at the effect, as regard packaging the work, on contracts under £50k
- in terms of policy, to identify best practice in sustainable procurement within the Council and outside of the Council
- propose recommendations on how to improve the Council's performance in this area

3. How

- Gather the comments of those departmental officers that prepare contracts between £50k and £500k, on the Sustainable Procurement Policy and the current procedures
- Give a clear assessment of the compliance with the policy and those procedures
- Give appropriate consideration to difficulties identified and how to overcome them
- Note strengths, successes and lessons to learn
- Note good practice internally and externally, and opportunities to improve
- Form clear recommendations based on evidence for the consideration of the Cabinet Member

4. Period of Inquiry

Start of Inquiry	April 2013
End of Inquiry	December 2013
Report to Corporate Scrutiny Committee	16 January 2014
Report from Scrutiny to Executive	January 2014

5. Programme

Outline of main steps and meetings

Members will be required to do additional work in between meetings

1	Presentation on the Sustainable Procurement Policy by Nicola Day, Corporate Procurement Manager
2	Look at the list of all new contracts between £50k and £500k during the year 2012-13 to identify those departments that develop these contracts, the sums involved, the areas, and the compliance.
3	<p>Planning Session</p> <ul style="list-style-type: none"> • The Investigation Group to work through the policy and perceive how easy it is to use • Agree on questions and timetable of visits to see relevant officers of the Council
4	Questioning and discussion sessions with the relevant officers of the Council

5	Collate and summarise the comments received
6	Identify good practice internally and externally
7	Consider the aptness of the Policy and Guidelines and identify good practice
8	Focus Groups end of September/beginning of October
9	Planning Session <ul style="list-style-type: none">• Consider the information collected and plan the rest of the work programme
10	Questioning and discussion session on the main findings with <ul style="list-style-type: none">• Cabinet Member• Corporate Procurement Manager• Head of Strategic and Improvement
11	Analysis <ul style="list-style-type: none">• Consider and summarise the information and experiences• Agree main recommendations for the report
12	Prepare the report
13	Corporate Scrutiny Committee to consider the draft report and the recommendations to the Cabinet Member