

CITY AND COUNTY OF SWANSEA

MINUTES OF THE TRANSFORMATION & FUTURE COUNCIL POLICY DEVELOPMENT AND DELIVERY COMMITTEE

**HELD AT COMMITTEE ROOM 5, GUILDHALL, SWANSEA ON
TUESDAY, 22 AUGUST 2017 AT 9.30 AM**

PRESENT: Councillor E T Kirchner (Chair) Presided

Councillor(s)

J A Hale
M B Lewis
A H Stevens

Councillor(s)

T J Hennegan
S Pritchard

Councillor(s)

C A Holley
B J Rowlands

Officer(s)

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| Sarah Caulkin | Interim Director of Resources |
| Andrew Hopkins | Business Improvement Advisor, Transformation Team |
| Kate Jones | Democratic Services Officer |
| Richard Rowlands | Strategic Delivery & Performance Manager |

Apologies for Absence

Councillor(s): C Anderson, C R Evans and L J Tyler-Lloyd

9 **DISCLOSURES OF PERSONAL & PREJUDICIAL INTERESTS.**

In accordance with the Code of Conduct adopted by the City and County of Swansea, no interests were declared.

10 **MINUTES.**

RESOLVED that the Minutes of the Transformation and Future Council Policy Development and Delivery Committee held on 17 July 2017 be approved and signed as a correct record.

11 **CORPORATE POLICY DEVELOPMENT AND DELIVERY UNIT.**

The Strategic Delivery & Performance Manager provided an overview of the Corporate Policy Development and Delivery Unit ('the Unit'). He noted that the process of establishing the Unit was underway and provided an overview of the following: -

- What the Unit would provide
- What the Unit would not provide
- Responsibilities of the Unit
- What the Unit would look like
- What were the next steps for the Unit

The Committee asked questions of the Officer who responded accordingly.

It was requested that a written copy of the function, roles and responsibilities of the Unit be provided. It was also noted that the Unit was still evolving and would be reviewed and amended as appropriate to ensure it is effective.

RESOLVED that: -

- 1) the update be noted; and
- 2) the Units function, roles and responsibilities be provided in written format.

12 **PROCUREMENT REVIEW SCOPE.**

Andrew Hopkins, Business Improvement Advisor within the Transformation Team, provided an outline scope of the Procurement Review.

The proposed scope of the Procurement Review included the following: -

- Review of Council spend with small to medium enterprises (SME's)
- Third Party Spend
- Current Framework Contracts and the impact of these on SME's
- Review of the service available to SME's in respect of the tender / bidding process
- General review of contract management
- Levels on non-compliance spend
- Ways to promote local supply

It was noted that the proposed review was a corporate review only and did not include schools.

A discussion ensued surrounding the proposed scope of the Procurement Review, which focussed on:-

- How contracts are advertised to SME's, and whether there was an option to advertise Contacts on Council website
- Sell to Wales Portal
- Previous Procurement Reviews
- Consider inclusion of Education / Schools in the review
- The need to ensure that the quality of the services / goods provided are maintained whilst considering cost.
- Ensure there are no overlaps with other reviews or Committees.

RESOLVED that the outline scope of the Procurement Review be provided in written format for full consideration.

13 **UPDATED WORKPLAN 2017/2018.**

The Interim Director of Resources provided an updated Work Plan and would produce a schedule for the year in due course.

RESOLVED that: -

- 1) the updated Work Plan be noted; and
- 2) a schedule of work for the year be produced and circulated to the Committee.

14 **TERMS OF REFERENCE.**

The Interim Director of Resources provided a draft version of the Terms of Reference for consideration by the Committee.

The meeting ended at 10.25 am

CHAIR