

Procurement Scrutiny Inquiry Panel

Terms of Reference

Inquiry Key Question

The primary focus for the inquiry is to look at procurement in Swansea. The key question, therefore, is:

- *What is Swansea Council doing to ensure it procures locally, ethically and greenly while being cost effective and transparent in its practices?*

Reasons for carrying out this piece of work

Councillors chose to carry out this piece of work because they want to

- Ensure that the Council is meeting its duties under any legal requirements
- Ensure Swansea Council procures locally, ethically and greenly while being cost effective and transparent in its practices

Lines of Inquiry

The inquiry will look at procurement in relation to the provision of council functions. It will also consider what the Council does well and what can be improved in this area. This will include the following key lines of inquiry:

- Legislation/policy including national, local and European influences on our procurement practice:** What legislative and policy framework is used in the Councils procurement processes? How do we ensure transparency, sustainability and good probity in all we do? How will Brexit effect/influence procurement for Swansea?
- Positive social/local procurement:** What is our strategy, vision, aims and objectives in this area? How are we doing against those? For example our Social and Community Benefits Policy including Beyond Bricks and Mortar and clauses in contracts. How do we ensure maximum spend in the local economy.
- Environmentally and ethical procurement practices:** What is our strategy, vision, aims and objectives in this area? How are we performing against those? For example, how are we considering future generations and our impact on climate change in our procurement practice?
- Equalities Duty:** Do we ensure we and those we procure from/with are meeting the general Equalities Duty as specified in the Equality Act 2010 (Public Sector Equality Duty for Wales 2011)
- Systems/processes and consistency of approach:** Are there effective and efficient systems/practices/processes in place across the Council to enable effective procurement practice? Are Council Officers consistently applying these practices?
- Joint procurement activities and working with others:** Procuring with others, for example, to improve our economies of scale, for example NHS and All Wales Purchasers Forum or similar.
- Measuring success:** How does the council measure how it is meeting its aims of, for example: local, environment and ethical practice? How does the council monitor

and enforce those requirements when working with others via for example their Service Level Agreements or Contracts?

Intended Impact and Contribution

This inquiry intends to support the work of the Council by:

- Providing a councillor perspective on the issue
- Providing evidenced proposals to Cabinet that will lead to more effective services
- Gaining the views of the public, stakeholders, community groups and staff
- Considering and concluding on recommendations from national reports, legislation /directives and their implications for Swansea
- Identification of good practice/research elsewhere and whether there is any learning for Swansea's approach
- Increased councillor understanding about equalities
- Greater public awareness of work in relation to equalities

Membership of the Scrutiny Panel

Cllr Chris Holley (Convener)
Cllr Brigitte Rowlands
Cllr Phillip Downing
Cllr Lyndon Jones
Cllr Mike White
Cllr Mary Sherwood
Cllr Mandy Evans
Cllr Irene Mann
Cllr Wendy Fitzgerald
Cllr Jeff Jones
Cllr Peter Jones

Lead Cabinet Member for Procurement

Cllr David Hopkins

Key Officer Contact for the Inquiry

Chris Williams, Head of Commercial Services
Sarah Lackenby, Chief Transformation Officer

Scrutiny Officer supporting the Inquiry

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Project Plan - Inquiry into Procurement

Date/Venue	Evidence Gathering Activity	
Procurement Pre-Inquiry Scrutiny Working Group 24 Oct 19 and Revisited 24 Jun 21	Overview of subject area with key officers and Lead Cabinet Member for Procurement. <ul style="list-style-type: none"> • Provide an overview of the structure and make-up of the service, the legal frameworks we work under and the key influencers. • Provide the Procurement Strategy for Swansea • Outline Procurement Framework and probity, legislative and policy influences (national, local and Europe) 	
Evidence gathering - Internal		
Session 1 27 Jul 21	1. Internal Audit	
Session 2 16 Aug 21	Place	Departmental perspectives/procurement activities: <ul style="list-style-type: none"> • Positive social/local procurement activities
Session 3 13 Sep 21	Social Services (including commissioning aspects)	<ul style="list-style-type: none"> • Environmental, ethical and sustainable procurement • Case studies • Consistency in following practice/procedures
Session 4 27 Sep 21	Education Corporate centre	<ul style="list-style-type: none"> • Monitoring and enforcing SLAs/contract terms • Joint Procurement activities • Specific legislative/policy influences
Consultation activities - External		
Session 5 Oct 21	Talk to others - local businesses and stakeholders – roundtable meeting remotely	
Session 6 Oct/Nov 21	<ul style="list-style-type: none"> • Submissions received from call for evidence • Social and local procurement ...look at practice elsewhere including Cardiff socially responsible procurement info. • Any useful survey or comparison data readily available 	
TBC	<ul style="list-style-type: none"> • Attend procurement/buyer meeting/event - tbc 	
Concluding Inquiry		
Meeting 7	Findings report and discussion	
Meeting 8	Final report	