

## 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"> <li>• Provide an overview of the structure and make-up of the service, the legal frameworks we work under and the key influencers.</li> <li>• Provide the Procurement Strategy for Swansea</li> <li>• Outline Procurement Framework and probity, legislative and policy influences (national, local and Europe)</li> </ul>	
Evidence gathering - Internal		
<b>Session 1</b> 27 Jul 21	<b>Internal Audit</b>	
<b>Session 2</b> 16 Aug 21	<b>Place</b>	Departmental perspectives/procurement activities: <ul style="list-style-type: none"> <li>• Positive social/local procurement activities</li> <li>• Environmental, ethical and sustainable procurement</li> <li>• Case studies</li> <li>• Consistency in following practice/procedures</li> <li>• Monitoring and enforcing SLAs/contract terms</li> <li>• Joint Procurement activities</li> <li>• Specific legislative/policy influences</li> </ul>
<b>Session 3</b> 13 Sep 21	<b>Social Services</b> (including commissioning aspects)	
<b>Session 4</b> 27 Sep 21	<b>Education Corporate centre</b>	
Consultation activities - External		
<b>Session 5</b> 20 Oct 21	Talk to others - local businesses and stakeholders – roundtable meeting remotely	
<b>Session 6</b> 10 Nov 21	<ul style="list-style-type: none"> <li>• Submissions received from call for evidence</li> <li>• Social and local procurement ...look at practice elsewhere including Cardiff and Preston's socially responsible procurement info.</li> <li>• Any useful survey or comparison data readily available</li> </ul>	
<b>TBC</b>	<ul style="list-style-type: none"> <li>• Attend procurement/buyer meeting/event - tbc</li> </ul>	
Concluding Inquiry		
<b>Meeting 7</b> 24 Nov 21	Findings report and discussion	
<b>Meeting 8</b> 31 Jan 22	Draft Final Report (informal meeting)	
<b>Meeting 9</b> 15 Feb 22	Final Report agreed by Panel (then submitted to Scrutiny Programme Committee on 15 Jul 21 and Cabinet on 21 Apr 21)	

