

**MINUTES OF THE PROCUREMENT COMMITTEE  
THURSDAY, 17 MAY 2007**

Councillors \*Mallett (Chair), \*Diakides, Haley and \*Meehan

\*Present

<b>MINUTE NO.</b>	<b>SUBJECT/DECISION</b>	<b>ACTON BY</b>
PROC59.	<p><b>APOLOGY FOR ABSENCE</b></p> <p>An apology for absence was submitted by Councillor Haley.</p>	
PROC60.	<p><b>CORPORATE LEARNING AND DEVELOPMENT PROGRAMME - AWARD OF CONTRACTS</b> (Report of the Assistant Chief Executive (People and Organisational Development) – Agenda Item 4)</p> <p>Our Chair agreed to accept the report as urgent business. The report was late because the proposals could not be evaluated until 16 May. The report was too urgent to await the next meeting because if the matter was not considered by the Committee it would materially affect the commencement date of a staff development programme that had already been published.</p> <p>Details of the contracts which were set out in the Appendix to the interleaved report were the subject of a motion to exclude the press and public from the meeting as they contained exempt information relating to the business or financial affairs of any particular person (including the Authority holding that information).</p> <p>We noted that pursuant to our decision vide Minute PROC52 a mini-competition exercise had been held to identify suppliers to provide short training courses under Lot 1 of the Framework Agreement. We also noted that the suppliers proposed had been selected to provide high quality, value for money services for a period of two years with the option to extend for two further periods of one year each.</p> <p>We were concerned that the mini competition process had, in the case of a number of the courses, resulted in only one supplier responding and we asked that a further report be submitted to us in due course which reviewed the framework agreements and included an evaluation of the courses provided.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. That approval be granted to the appointment of the following suppliers under Lot 1 of the Corporate Learning and Development framework agreements on the terms detailed in the Appendix to the interleaved report: <ul style="list-style-type: none"> <li>Learning &amp; Managing Change – D. West</li> <li>Project and Programme Management – Maven</li> <li>Sustaining Effective Partnership – D. West</li> <li>Making Public Consultation Work – D. West</li> </ul> </li> </ol>	ACE – POD

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	<p>Clear &amp; Critical Thinking – Vivid  Emotional Intelligence – Vivid  Effective Writing Skills for all Staff – T-3  Time Management – Vivid  Effective Communication &amp; Presentation – Bray Leino  Finance for Budget Holders – Bray Leino  Planning for Retirement - Bray Leino  Managing Health &amp; Safety - Bray Leino  Health &amp; Safety Risk Management - Bray Leino</p> <p>2. That a further report be submitted in due course which reviewed the framework agreements and included an evaluation of the courses provided.</p>	<p>ACE -  POD</p>
<p>3.</p>	<p><b>APPOINTMENT OF CONSULTANT FOR THE BSF AND ACHIEVING EXCELLENCE PROGRAMMES</b> (Report of the Interim Director of Corporate Services – Agenda Item 8)</p> <p>Our Chair agreed to accept the report as urgent business. The report was late because of the need to complete necessary consultations. The report was too urgent to await the next meeting because of the need to agree a short term arrangement pending the procurement of Council Project/Programme Consultancy Framework Agreement.</p> <p>The interleaved report was the subject of a motion to exclude the press and public from the meeting as they contained exempt information relating to the business or financial affairs of any particular person (including the Authority holding that information).</p> <p>We were advised that it was important to regularise the arrangements that were needed to support the Building Schools for the Future and Achieving Excellence programmes but without compromising the programmes timetables.</p> <p>We noted that it was equally important to ensure value for money which it was considered in the short term could best be achieved by calling off consultancy services provided by Qedis via Tribal and from the Office of Government Commerce Buying Solutions (OGCbs) Framework Agreement. However, we also noted that in the longer term this arrangement might not offer best value and alternative and more cost effective solutions needed to be explored.</p> <p><b>RESOLVED</b></p> <p>1. That approval be granted to the short term appointment of Qedis for the Building Schools for the Future programme and Phase 1 of the Achieving Excellence programme on the terms and conditions set out in Section 3 of the interleaved report at a total estimated cost of £1, 662,625.</p> <p>2. That an internal audit investigation be conducted into the systems in place to ensure that the appointment of service</p>	<p>DCorpS</p> <p>DCorpS</p>

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	<p>providers under framework arrangements, particularly those appointed to Children and Young Peoples Directorate, were compliant with the Public Contracts Regulations 2006 and the results be reported back to our Committee.</p> <p>3. That the Head of Procurement conduct a review of payments made to outside suppliers of more than £10,000 in value to ensure they were compliant with the Council's Contract Standing Orders.</p> <p>4. That consideration be given to alternative arrangements for the provision of programme support to the Building Schools for the Future and the Achieving Excellence Programmes including the possible employment of staff on fixed term contracts and market testing of the OGCbs Framework Agreement consultancy rates and a report back be made in six months time.</p>	<p>HPr</p> <p>DCorpS</p>
<p>4.</p>	<p><b>VOTE OF THANKS</b></p> <p>We placed on record our thanks to Councillor Mallett for her services as Chair of our Committee in the 2006/07 municipal year.</p> <p>Councillor Mallett responded and thanked other Members of the Committee and officers for their support throughout the year.</p>	

ANTONIA MALLETT  
Chair