

<p style="text-align: center;"><b>Essex County Council</b>  <b>Overview and Scrutiny Committee</b>  <b>Review Scoping Document</b></p>
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*This form is a tool that should be compiled at the start of each inquiry to set out clearly the aims and objectives of the committee's involvement in a particular matter, and will be completed at the end of the inquiry to confirm what has been achieved. The form also provides an audit trail for a review.*

<b>Review Topic</b> (Name of review)	<b>Procurement Strategy</b>
<b>Committee</b>	Corporate Scrutiny Committee
<b>Terms of Reference</b>	To assess the outcomes and effectiveness of the existing Essex County Council Procurement Strategy and to make recommendations for improvement related to the revised strategy which is due to be published in April 2014. A key focus is the delivery of cost-effective, high quality services as ECC moves to a commissioning-based organisation.
<b>Lead Member, and membership of Task and Finish Group</b>	Councillor Julie Young (Chairman), Councillor Bill Archibald, Councillor Susan Barker, Councillor Malcolm Buckley, Councillor John Knapman, Councillor Michael Mackrory and Councillor Pierre Oxley
<b>Key Officers / Departments</b>	Andrew Spice, Commercial Director LATCs (i.e. EssexCares)
<b>Lead Scrutiny Officer</b>	Robert Fox
<b>Relevant Portfolio Holder(s)</b>	Councillor Derrick Louis, Cabinet Member Transformation and Corporate Services
<b>Relevant Corporate Links</b>	The revised Procurement Strategy is due for publication in April 2014.
<b>Type of Review</b>	Task and Finish Group
<b>Timescales</b>	February 2014 (the refreshed Procurement Strategy is due for publication in April 2014)

<b>Rationale for the Review</b>	<p>To ensure the existing Procurement strategy is ensuring the procurement of cost-effective, high quality services for the residents of Essex.</p> <p>The 2011/12 – 2013/14 Procurement strategy states that it would be subject to regular review to track progress and Members should review the performance of procurement.</p> <p>As the strategy will be reviewed and revised in April 2014 the Committee should commence a review of the 2011/12 – 2013/14 strategy in order to have input into the refreshed strategy.</p>
<b>Scope of the Topic</b>	<p>How has the development of new ways of working at ECC, moving the Council to a customer-first commissioning organisation with procurement at the heart of that model (Procurement Strategy 2011/12 – 2013/14) been working in practice?</p> <p><u>Include</u> The following is included in the scope of the review:</p> <ul style="list-style-type: none"> <li>• Value for money</li> <li>• Probity</li> <li>• Professional management</li> <li>• Performance and benchmarking</li> <li>• The effect of TUPE</li> <li>• The effect of OJEU</li> <li>• Customer focus</li> <li>• Local Purchasing to support local SMEs</li> <li>• Consultation and lessons learned prior to and following procurements</li> </ul> <p><u>Excluded</u> The following falls outside the scope of the review:</p> <ul style="list-style-type: none"> <li>• TBC</li> </ul>
<b>Key Lines of Enquiry</b>	<p>The County Council has recently signed a number of high-profile agreements how have these procurements delivered the aspects outlined above in the scope of the topic?</p> <p>To review how the newly formed Commercial team is set up to support the shift to ECC becoming a commissioning-led organisation</p>
<b>Other Work Being Undertaken</b>	<p>Transformation II Revised Procurement Strategy (April 2014)</p>

<b>What primary / new evidence is needed for the scrutiny?</b>	To agree what information is required to take the review forward, and what information is not already available.
<b>What secondary / existing information will be needed?</b>	<ul style="list-style-type: none"> <li>• The Procurement Strategy 2011/12 – 2013/14</li> <li>• Procurement Balanced Scorecards (performance indicators)</li> <li>• Internal reports and audit trails of a selection of large, medium and small procurements</li> </ul>
<b>What briefings and site visits will be relevant to the review?</b>	To be agreed.
<b>Who are the witnesses who should be invited to provide evidence for the review?</b>	<p>The Cabinet Portfolio Holder  Other Cabinet Portfolio Holders responsible for high-profile procurement agreements  ECC Commercial Director  Local Authority Traded Companies (i.e. Essex Cares)  ECC Commissioning Directors  Federation of Small Businesses  ECC Shared Services</p> <p>The above list is not exhaustive and the above may be added to with the agreement of the Task and Finish Group</p>
<b>What equality and diversity issues need to be taken into consideration as a part of the review planning process?</b>	<p>Have Equality Impact Assessments been undertaken for all procurement activity?</p> <p>Paragraph 6.11 of the existing Procurement Strategy encourages suppliers to adopt practices to ensure sustainable procurement in the following areas: equality and diversity, ethical sourcing, supporting the local economy and environmentally sustainable procurement. The Task and Finish Group would wish to see evidence as to how this is undertaken and followed-up in practice.</p>
<b>What resources are required for this review?</b>	In planning the review it is necessary to identify what resources are required to undertake the review, and any costs associated with the committee's activity. Given that the resource available is finite, it will be necessary to consider carefully the timing of the review within the Committee's overall work programme.
<b>Indicators of Success</b>	<p>The recommendation of service improvements to the revised strategy. The delivery of a revised Procurement Strategy with full Member to set the strategic direction of the Council's Procurement Strategy.</p> <p>An ongoing role for Members in monitoring and reviewing the effectiveness of the strategy.</p>

<b>How will the scrutiny achieve value for money for the Council / Council Tax payers?</b>	<p>It is fair to say that any recommendations with financial implications will no longer be approved by Cabinet and so for scrutiny be in line with Council priorities and perceived as a useful / credible tool, it needs to be more innovative and look for solutions that will either save money or will improve services without additional costs.</p>
<b>Notes</b>	
<b>Provisional Timetable</b>	<p>Meetings of the Task and Finish Group have been set as follows:</p> <p>Thursday, 3 October at 10.00 a.m.  Tuesday, 22 October at 1.00 p.m.  Tuesday, 26 November at 2.00 p.m.  Tuesday, 17 December at 2.00 p.m.</p> <p>Other dates to be advised.</p>

### Audit Trail

<b>Date review formally proposed</b>	Identify minute number and date of meeting
<b>Date of Committee's approval of original scoping document</b>	Identify minute number and date of meeting
<b>Date of Committee's approval of Scrutiny Report</b>	Identify minute number and date of meeting
<b>What was the outcome of the review?</b>	Summarise outcome of review and identify if any recommendations have been agreed.
<b>Date proposals arising from review are formally forwarded to the Executive</b>	
<b>How will the outcomes of the review be monitored?</b>	
<b>Date outcomes of review monitored formally by the Committee</b>	Identify minute number and date of meeting