

EXECUTIVE BOARD COMMISSIONING SUB-COMMITTEE – 10 December 2014

Subject:	CHANGE TO TERMS OF REFERENCE		
Corporate Director(s)/ Director(s):	Candida Brudenell, Strategic Director of Early Intervention		
Portfolio Holder(s):	Councillor McDonald, Councillor Norris		
Report author and contact details:	Steve Oakley, Head of Quality and Efficiency steve.oakley@nottinghamcity.gov.uk 0115 87 62836		
Key Decision	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Subject to call-in <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reasons: <input type="checkbox"/> Expenditure <input type="checkbox"/> Income <input type="checkbox"/> Savings of £1,000,000 or more taking account of the overall impact of the decision			<input type="checkbox"/> Revenue <input type="checkbox"/> Capital
Significant impact on communities living or working in two or more wards in the City			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total value of the decision: Nil			
Wards affected:	Date of consultation with Portfolio Holder(s): 26/09/2014 Councillor McDonald 08/10/14 Councillor Collins		
Relevant Council Plan Strategic Priority:			
Cutting unemployment by a quarter			<input type="checkbox"/>
Cut crime and anti-social behaviour			<input type="checkbox"/>
Ensure more school leavers get a job, training or further education than any other City			<input type="checkbox"/>
Your neighbourhood as clean as the City Centre			<input type="checkbox"/>
Help keep your energy bills down			<input type="checkbox"/>
Good access to public transport			<input type="checkbox"/>
Nottingham has a good mix of housing			<input type="checkbox"/>
Nottingham is a good place to do business, invest and create jobs			<input type="checkbox"/>
Nottingham offers a wide range of leisure activities, parks and sporting events			<input type="checkbox"/>
Support early intervention activities			<input type="checkbox"/>
Deliver effective, value for money services to our citizens			<input checked="" type="checkbox"/>
Summary of issues (including benefits to citizens/service users):			
<p>The revised terms of reference for the Committee enable the implementation of the governance arrangements for procurement as detailed within the Procurement Strategy. Commissioning and procurement are very closely linked with many commissioning decisions leading to a procurement therefore the expansion of the role of this committee is seen as the most effective way of overseeing procurement. The terms of reference have been signed off in line with the constitution by the Leader of the Council.</p> <p>By having a board responsible for overseeing procurement the implementation of the key principles of the strategy can be monitored. The strategy aims to increase through procurement the amount of money spent with local providers and increase local employment.</p>			
Exempt information: None			
Recommendation(s):			
1	To note the revised terms of reference for the committee including the change in title to the Commissioning and Procurement Sub Committee.		
2	To note the change in membership and agree the proposed review of membership in 6 months		

1 REASONS FOR RECOMMENDATIONS

- 1.1 Nottingham City Council Procurement Strategy identified the need to develop a formal committee to oversee procurement. Given the links between commissioning and procurement it was proposed that the Executive Board Commissioning Sub-Committee expand its remit to have oversight of procurement. The revised terms of reference were developed to enable this to happen and have been signed off in line with the constitution by the Leader of the Council. (see appendix 1)
- 1.2 By having a board responsible for overseeing procurement the implementation of the key principles of the strategy can be monitored. The strategy aims to increase through procurement the amount of money spent with local providers and increase local employment.

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

- 2.1 The Procurement Strategy was agreed in January 2014 and since then work has been undertaken to implement the strategy. Actions include identifying appropriate governance arrangements for procurement. The arrangements include developing a procurement board to oversee the implementation of the strategy and to have oversight of procurement.
- 2.2 The revised terms of reference attached have been developed to implement the governance arrangements. These have already been agreed by the Leader of the Council as required by the Constitution and now need to be formally noted by the committee.
- 2.3 The terms of reference include changes to the membership, the main change being the inclusion of the portfolio holder with responsibility for procurement . The membership will need to be reviewed in 6 months to ensure the membership continues to be appropriate for the remit of the committee.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

- 3.1 Given the Procurement Strategy has already been agreed the option to not set up a board responsible for procurement would not be appropriate.
- 3.2 The other alternative would be for procurement to be managed by a separate committee. Given the links to commissioning it is considered that the best option is to have one committee overseeing both commissioning and procurement.

4 FINANCIAL IMPLICATIONS (INCLUDING VALUE FOR MONEY/VAT)

- 4.1 There are no financial implications related to this report

5 RISK MANAGEMENT ISSUES (INCLUDING LEGAL IMPLICATIONS AND CRIME AND DISORDER ACT IMPLICATIONS)

- 5.1 There are no legal issues arising from this report. The revised terms of reference improve the oversight of procurement and the implementation of the strategy, this will have significant benefits to Nottingham City Council. In particular the committee will have responsibility for ensuring compliance with procurement and financial regulations, which will reduce risks to the Council.

6 SOCIAL VALUE CONSIDERATIONS

- 6.1 The implementation of the Procurement Strategy has a significant social value with aims to increase local jobs and enhance local business opportunities.

7 REGARD TO THE NHS CONSTITUTION

- 7.1 Not applicable to this report

8 EQUALITY IMPACT ASSESSMENT (EIA)

- 8.1 An EIA is not needed, as the report does not contain proposals for new or changing policies, services or functions.

9 LIST OF BACKGROUND PAPERS RELIED UPON IN WRITING THIS REPORT (NOT INCLUDING PUBLISHED DOCUMENTS OR CONFIDENTIAL OR EXEMPT INFORMATION)

- 9.1 None.

10 PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT

- 10.1 Nottingham City Council Procurement Strategy

11 OTHER COLLEAGUES WHO HAVE PROVIDED INPUT

- 11.1 Sarah Molyneux – Legal Services Manager and Solicitor
Ceri Walters - Acting Head of Departmental Financial Support