

Meeting Information			
Meeting	Corporate Procurement Board (CPB)	Meeting Date	24 October 2013
Meeting Location	Committee Room 3, Wallasey Town Hall	Meeting Time	10:00 a.m.
Meeting Called by	Joe Blott, Strategic Director, Transformation and Resources	Meeting Duration	2 hours
Meeting Notes Prepared by		Meeting Notes Date	
Purpose of Meeting			
Attendees		Apologies	
Joe Blott, (Chair) (JB) Jim Malloy (JM) Graham Hodgkinson (GH) Fiona Johnstone (FC)		Mark Smith (MC) Surjit Tour (ST) David Armstrong (DA)	

Ref.	Discussion/Decision/Action Items	Action
1.0	Introduction and Apologies JB welcomed FJ and the group introduced themselves. Action – XX to add FJ to the distribution list. Apologies were received from Mark Smith, David Armstrong and Surjit Tour.	XX
2.0	Minutes from the previous meeting 5 September 2013 XX updated the group on the progress made on the Spend Analysis. XX has visited several DMT's. Actions – Savings Task Group, cross organisation initiative, generating savings information. Providing reports. A Finance accountant has been appointed to work on current issues and work to be done. There is a need to get the right people on board to complete the tasks in hand. Observations – recognised keep records on individual contracts and produce Savings Report. Change Agents need to be targeted – need to be clear what we need to do, then bring the right people on board. Action – XX to assimilate information and bring to next meeting.	XX
3.0	Procurement Shared Service Progress	

Ref.	Discussion/Decision/Action Items	Action
	<p>XX updated the group on comparison over the two Councils. Individual officers looking at synergies, documentation, quick wins etc.</p> <p>First Working Group met Friday 18 October 2013 in Ellesmere Port. First introduction of both teams.</p> <p>XX looking at transition project management workstream.</p> <p>Next meeting on Thursday 31 October 2013 in Birkenhead.</p> <p>Fits in with back office and timing. They are feeding into Transition Team.</p> <p>JB asked XX how do we guarantee we stay efficient and provide a smooth transition during the process?</p> <p>XX replied; Driven by both Councils. Still have resource issues. Not doing things twice and we will work together. Won't see much change at present but will see changes over the next two years, providing a seamless approach.</p> <p>FJ asked what are the key milestones against progress and what is the timeline for having this completed, also how do we support ongoing activities e.g. multiple contracts – is there a plan?</p> <p>XX replied will be linked to an overall Business Operations Service (BOS). Chief Executive asked all to be up and running October 2014, Cabinet report January 2014 with Plan.</p> <p>Looking separately at Procurement.</p> <p>XX will be looking at:</p> <p>Improvement Plan – Wirral – quick wins Additional Front – joint Back Office Look at how big the project is.</p> <p>Defining the task for each team. Need to see where the gaps are, 'High level' tasks require 'high level decisions'.</p> <p>Action – requires Project Management support – Change Team to be involved. XX/XX to approach XX</p> <p>Discussion followed on how we change the culture outside the centre. Different approach needed in conjunction with changing the culture. Commissioning/Procurement are everybody's responsibility, need assistance in taking forward.</p>	<p>XX/XX</p>

4.0	<p>Procurement Work Programme/Savings 2nd Quarter</p> <p>XX updated the group – briefing note issued on guidance. Overview of activity in Corporate Procurement Team from 1 April 2013. This is a performance report rather than cashable savings (includes non-cashable) – what we have achieved.</p> <p>£2.3m worth of saving – 9.5% of contract values.</p> <p>12 month basis on savings not the full life of the contract.</p> <p>2012/13 £722k – current financial year £1.5m.</p> <p>£2.2m first six months achieved which is an outstanding result, thanks to the Procurement Team. Recognition for the contribution of staff and Procurement Officers, excellent work over the last six months.</p> <p>XX referred to a previous performance meeting held on the 5th July 2013 where the 1st quarter performance indicated a forecast of £4.2m for the full financial year, 2nd quarter results indicate that this forecast is on track based on contracts to be renewed in the remaining period</p> <p>The question was raised regarding double counting. XX confirmed that the report was performance based and includes cashable and non cashable savings</p> <p>A Finance Officer to be allocated to work with the Procurement Officers to identify cashable and non cashable savings.</p> <p>JM recognised performance but have to make savings ‘real’ within the Budget Strategy.</p> <p>Savings targets have been set in – 2014/15 period – no target for this financial year.</p> <p>Report required on way cashable/non cashable how much resources is going to be put where.</p> <p>Action – XX to be contact regarding Financial Officer working with Procurement.</p> <p>JB agreed we need a culture change and move away from the terminology of ‘Procurement Savings’ and replace with ‘Corporate Savings’.</p> <p>JB thanked the Procurement Officers their work in achieving the performance savings so far.</p> <p>Meridian audit – overpayments analysis target £200k; revised to £80k initially. New revised forecast is back up to £200k. Didn’t anticipate</p>	XX
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	<p>this recover to original target.</p> <p>Action – XX to distribute an updated status report.</p>	XX
5.0	<p>Legal Issues – New Contracts Procedure Rules (CPR)</p> <p>XX updated the group on the Communications report. DA/ST not at meeting.</p> <p>Action – XX to contact DA/ST and inform the group of the outcome of CPR implementation date by end of play Monday 28 October 2013.</p> <p>The group discussed the risks of existing and new contracts and which contracts could be challenged. Need to work closely with Audit. Resources required and training requirements.</p> <p>Current web information contains old CPR document, pre. 2011.</p> <p>Action - XX to confirm owner of the intranet area and ensure correct and updated CPR is on the website.</p> <p>Need to provide quick fixes and brief Corporate Procurement Team what the changes are.</p> <p>Onus should be on staff who deal with contracts procedures to familiarise themselves with the rules.</p> <p>Chief Executive to be asked to promote compliance of new rules via his weekly message.</p> <p>Action - XX to speak to DA/ST to confirm implementation date for staff, and inform via the Chief Executive's weekly message.</p>	<p>XX</p> <p>XX</p> <p>XX</p> <p>XX</p>
6.0	<p>No PO, No Pay</p> <p>XX updated the group on No PO, no Pay project. Recognised large undertaking and the task in making sure processed in future. Number of components put in place and progress made. Trying to reduce paper invoices – replace with electronic files.</p> <p>Three key elements:</p> <p>Use of P cards Some IT development work Centralisation of Purchasing Coordinators</p> <p>P Cards: Holding discussions with GPS – no cost to Council – change tack. Approached two banks, Co-op and Lloyds (who are the Council's bankers). After issuing questionnaire to Lloyds, subsequent meeting held with Lloyds and agreed to follow with pilot scheme, currently targeting Libraries and Taxi Services.</p>	

	<p>Discussed next steps and comparison with CWAC. Recommendation to proceed with Pilot scheme, iron out any ways to mitigate any risk and ensure security measures are in place. The process has the ability to lock down suppliers so staff can't go out to general market.</p> <p>For every transaction Wirral gets a rebate back – P Cards in for pilot – monitor and measure over next 12 months will then have an idea on what rebate we can get. After 12 months we can then review banks.</p> <p>Day Centres don't have access to Oracle system, provide invoices in paper form and have problem receipting which causes delay in payment. P Cards to be used for small food items. Discussion still ongoing.</p> <p>Catalogues on the system is also a solution.</p> <p>Two areas of performance showing Red - IT issues – discussions with IT and Oracle. Oracle unable to help with IT problem. IT starting from scratch through workflow.</p> <p>Action – Timescale to be confirmed with IT – 1 February 2014.</p> <p>Purchasing Coordinators are required in order for No PO, no pay to work, serious problem without first putting measure in place.</p> <p>Resource issues were discussed regarding both the 5 temporary staff originally approved, but later withdrawn, and the 6 Purchasing Coordinators, which, if both not engaged, would have a serious negative impact on the delivery of this project. (this includes 10 day payments to SME's)</p> <p>Approval was given to appoint both .</p> <p>Action – XX/XX/XX to approach HR to meet and discuss all Procurement Resource issues.</p> <p>Action – XX to send P2P document to FJ for information.</p> <p>Needs to be communicated as Phase One, control areas to be discussed at P2P group.</p>	<p>XX</p> <p>XX</p> <p>XX</p>
7.0	<p>Payments Performance</p> <p>XX updated the group on performance issues. All SME payments for 10 days is currently at 13%. Local SME's was at 25% in August and progressed to 34% for September. Progress will increase with the employment of the temporary staff who will undertake specific tasks on</p>	

	<p>performance.</p> <p>Action: Formal paper to go out for next meeting.</p> <p>Able to provide the Leader with response to Councillor Kelly's enquiry on SME's. JM confirmed response will include improved performance.</p> <p>General payments of 30 days measure 84% up to July again resources issue.</p>	XX
8.0	<p>Departmental Issues</p> <p>FJ informed group of re-commissioning of two major contracts – paper going to Cabinet on who will manage contracts.</p> <p>Action – FJ to share reports with Procurement.</p> <p>GH gave positive feedback from the re-tender of domiciliary care. Support critical quality factors enable to bring better value to domiciliary care. Moving away from spot contracts. Very positive feedback from Leader, Alison McGovern M.P. and Care Minister in Parliament reflects brilliantly for the team. Look to Cabinet 7 November – positive press for Wirral.</p> <p>Recognised benefits on work with Commissioners and Procurement. Good cross authority working – Board asked to congratulate all concerned.</p> <p>RC also thanked the Corporate Procurement Team for assistance with the Highways Contract. First Council to pioneer PQQ. Other authorities will benefit from this PQQ process.</p> <p>Action – Thanks to be conveyed back to the Team.</p>	<p>FJ</p> <p>XX</p>
9.0	<p>Procurement Toolkit</p> <p>XX updated the group on the progress of the Toolkit. First phase complete in redrafting toolkit, 27 guides produced. Second stage – list of individual links to be published on the web. Changes will take place after confirmation of CPR's.</p> <p>XX is working through guides to ensure they are user-friendly, quite complex language so quite a bit of work to be done.</p> <p>Action – XX to send link of guides to the group for information.</p> <p>JB asked the group in terms of achievement, are we starting to see improvements through the group and the Procurement Plan?</p> <p>Emphasis has to be on managers not central organisation and ensure cultural change. Management solution therefore allows us to move forward and shape the way we move forward.</p>	XX

	XX informed the group that they don't have this meeting in Cheshire West, so really good to have in Wirral in moving issues forward.	
10.0	<p>Any Other Business</p> <p>Feedback from Sheffield Trip – Contracts Management Module</p> <p>XX discussed feedback from Sheffield trip. Encouraging web format for toolkit for the Council. Agreed; XX to contact Sheffield and present to Board and selected Wirral staff. All services run externally in Sheffield. Chest discussed – 18/24 November Due North will release Contract Management Model – potential integration with Sheffield solution.</p> <p>May/June next year wait for integrated model or bring toolkit on own. Manage top spend now with additional savings. Some features we could use.</p> <p>JB stated that we must think of the future, need to start to look at process now, give early support, if it would benefit the Council.</p> <p>Action – XX to arrange visit from Sheffield. Key personnel to be identified. Look to arrange visit for 5 December 2013, Committee Room 3, Wallasey Town Hall.</p> <p>Action – If date of presentation confirmed as 5 December, XX to liaise with XX to re-arrange Corporate Procurement Board to date near to 5 December.</p>	<p>XX</p> <p>XX/XX</p>
11.0	<p>Date of next meeting</p> <p>5 December 2013 – 10.00 a.m. Committee Room 3, Wallasey Town Hall</p>	