

Contracts Task and Finish Group: Terms of Reference

For Overview and Scrutiny Committee on Monday 4 April 2022

Summary

Lead Member: Councillor Andrew Hickey, Interim Chair of the Task and Finish Group

Lead Director: Lee Colyer, Director of Finance, Policy and Development,

Head of Service: Jane Clarke, Head of Policy and Governance

Report Author: Mark O'Callaghan, Scrutiny and Engagement Officer

Classification: Public document (non-exempt)

Wards Affected: All

Approval Timetable	Date
Overview and Scrutiny Committee	7 February 2022
Work Programme meeting	15 February 2022
Task and Finish Group	10 March 2022
Overview and Scrutiny Committee	4 April 2022

Recommendations

Officer / Committee recommendations as supported by the Portfolio Holder:

1. That the Terms of Reference as set out at section 2 of the report be agreed; and
2. That the Review Initiation Document as prepared by the Task and Finish Group and set out at Appendix A to the report be agreed.

1. Introduction and Background

- 1.1 At its meeting on 7 February 2022, the Overview and Scrutiny Committee received a presentation setting out the role and procedures of the Council's Procurement service. There being a number of unresolved matters, the committee resolved to establish a Task and Finish Group to look into procurement and contract management with the specific terms of reference to be determined later and returned to the committee for agreement.
- 1.2 The committee then met informally on 15 February 2022 and nominated Councillors Hickey and Hayward to lead on setting up the Task and Finish Group. The Task and Finish Group was subsequently joined by Councillors Morton and Bland.
- 1.3 The committee also received a presentation from the Scrutiny Officer with a proposal to introduce a new reporting tool intended to help members and officers prepare for a Scrutiny review. The tool is referred to as a Review Initiation Document. Although still in development it was agreed to trial the document by using it in establishing the Task and Finish Group.
- 1.4 Members prepared a draft Review Initiation Document and met with officers on 10 March 2022. The meeting was attended by Councillors Hickey, Hayward and Morton and officers William Benson (Chief Executive), Lee Colyer (Director of Finance, Policy and Development) and Mark O'Callaghan (Scrutiny and Engagement Officer). A revised Review Initiation Document was prepared for agreement.

2. Terms of Reference

- 2.1 Membership of the Task and Finish Group will consist of:
 - Councillor Hickey (Chairman)
 - Councillor Bland
 - Councillor Hayward
 - Councillor Morton.
- 2.2 The Task and Finish Group may co-opt other persons in a non-voting capacity.
- 2.3 The Task and Finish Group will be supported by the Scrutiny and Engagement Officer.

- 2.4 The Task and Finish Group will conduct the review as set out in the Review Initiation Document and in accordance with the Committee's adopted Statement of Principles.
- 2.5 The Task and Finish Group may not incur expenditure.

3. Outcomes

- 3.1 The Task and Finish Group, having consulted senior officers, believes that the Terms of Reference and Review Initiation Document fulfils the expectations of the Committee and offers a practical and effective way forward. The Overview and Scrutiny Committee is asked to agree the Terms of Reference and the Review Initiation Document.
- 3.2 The Overview and Scrutiny Committee is at liberty to disregard these recommendations and take no further action or to instruct the Task and Finish Group to pursue an alternative course.

4. Appendices and Background Documents

Appendices:

- Appendix A: Review Initiation Document (TO FOLLOW)

Exempt appendices (if any):

- None

Background Papers:

- None

5. Cross Cutting Issues

A. Legal (including the Human Rights Act)

The Local Government Act 2000, section 21 enables an Overview and Scrutiny Committee to undertake the following functions:

- a) Make reports and recommendations to the Executive or Council;
- b) Review or scrutinise executive decisions;
- c) Review or scrutinise non-executive decisions;
- d) Report on any matter affecting the Council's area.

The arrangements outlined in this report are in accordance with functions permitted to be discharged by the Committee.

B. Finance and Other Resources

No budget is assigned to the work of the Task and Finish Group. The Task and Finish Group may not incur expenditure and therefore there are no financial implications from the options in this report.

Mark O'Callaghan, Scrutiny and Engagement Officer, 23 March 2022.

C. Other implications (Staffing, Risk Management, Environment and Sustainability, Community Safety, Equalities, Data Protection, Health and Safety, Health and Wellbeing.)

This report does not propose any policy changes and therefore there are no significant implications as a result of the options with this report.

Mark O'Callaghan, Scrutiny and Engagement Officer, 23 March 2022.