

BABERGH DISTRICT COUNCIL

From: Head of Corporate Resources	Report Number: M177
To: Overview and Scrutiny (Stewardship) Committee	Date of meeting: 19 March 2013

COMMISSIONING

1. Purpose of Report

- 1.1 This report is for information and its purpose is to provide an update on the approach that will be used to develop the Council's competence in Commissioning.
- 1.2 Commissioning is the process of specifying, securing and monitoring services to meet people's needs; procurement and contract management are activities within the process of Commissioning.
- 1.3 Recognising the requirement to improve its performance in the key function of commissioning the Council has (in conjunction with Mid Suffolk) included the provision of a Commissioning ODT within its integrated structure.
- 1.4 With the implementation of the Commissioning ODT during 2013 a proactive approach to develop and maintain a strong competence in commissioning will be implemented; establishing an awareness of good practice and ensuring that it is applied in the commissioning of goods and services.

2. Recommendations

- 2.1 The Committee is asked to note and support the different approach that the implementation of the Commissioning ODT will bring about.

The Committee is able to resolve this matter.

3. Financial Implications

- 3.1 The costs of the Commissioning ODT are included within the budget for the ODTs.

4. Risk Management

- 4.1 This report is not closely linked to specific risks.
- 4.2 The establishment of a strong competence in commissioning by the Council will mitigate the following:
 - Provision of goods and services that do not meet requirements.
 - Over specification for the role required.
 - Poor performance of providers.

- Unnecessary expenditure incurred through ineffective processes.
- Unnecessary expenditure incurred by the failure to work with potential providers to ensure their capabilities is known, innovative solutions and opportunities to use local providers are missed.

5. Consultations

- 5.1 Consultations with a number of stakeholders were undertaken during the development of the design for the Commissioning ODT; this report provides a summary of the design paper produced for the Commissioning ODT.

6. Equality Analysis

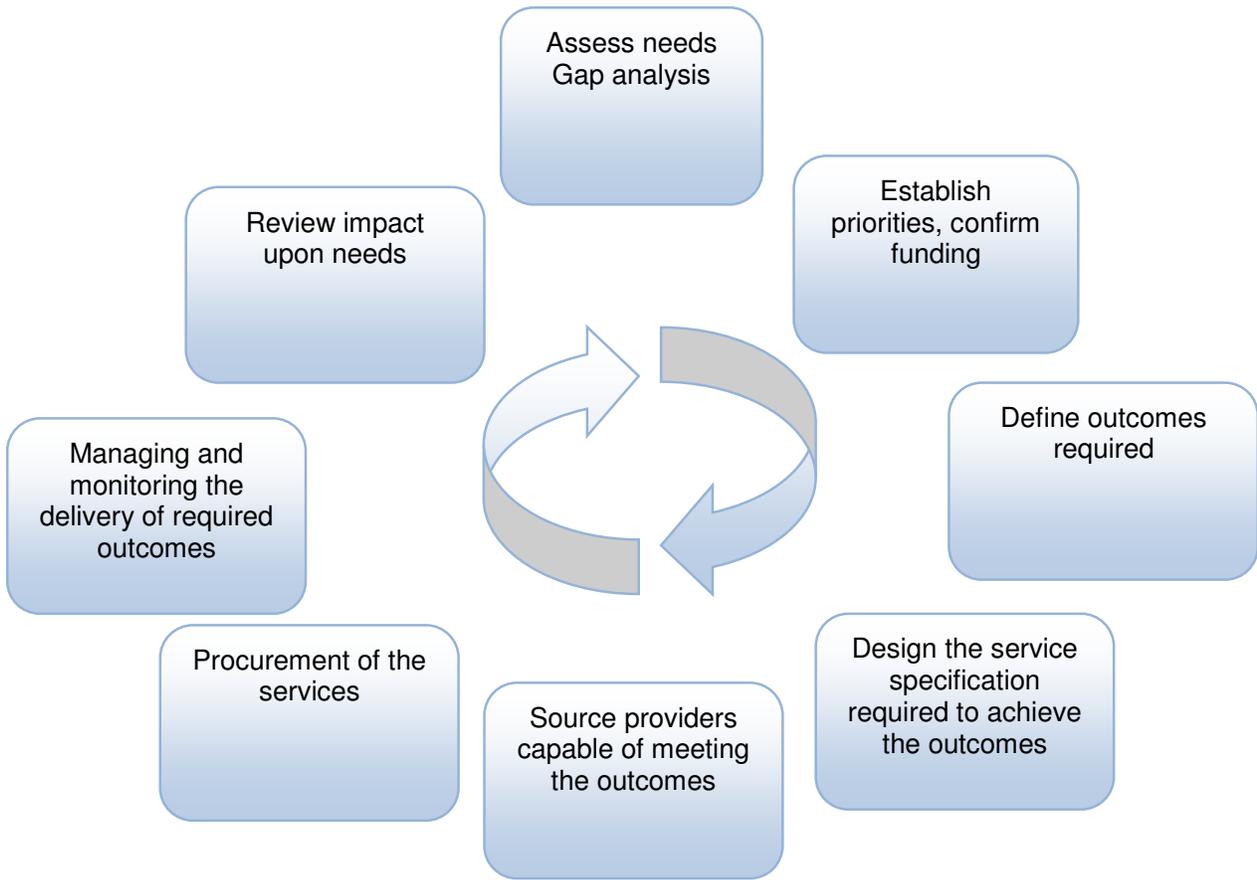
- 6.1 This report does not have any impact upon groups with protected characteristics.
- 6.2 The establishment of good practice in commissioning across the Council will enable equality issues to be fully considered during commissioning processes to ensure groups with protected characteristics are not disadvantaged and opportunities to proactively support these groups are utilised.

7. Shared Service / Partnership Implications

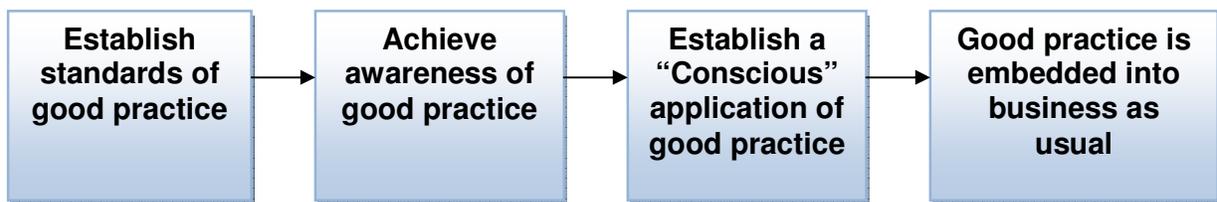
- 7.1 The Commissioning ODT provides an integrated service for Babergh and Mid Suffolk District Councils.
- 7.2 Joint working to commission a range of goods and services will be undertaken with other Borough and District Councils and Suffolk County Council where this would enable improved value for money and/or more effective processes and a number of joint contracts are already used by the Council. National and framework contracts provided by Group Buying Organisations within the UK public sector will also be utilised where these provide added value compared to commissioning on a separate basis for Babergh.
- 7.3 The integration of the operational teams for Babergh and Mid Suffolk provides the opportunity to undertake a joint approach to the commissioning of goods and services on a regular basis, where this approach would add value.
- 7.4 The District and Borough Councils in Suffolk, in conjunction with Suffolk County operate a County wide Procurement Group of which Babergh is a member.

8. Key Information

- 8.1 Commissioning involves a number of responsibilities which are described in the diagram below:-



- 8.2 The role of the Commissioning ODT will be to enable a strong competence in Commissioning to be achieved and then maintained across the Council’s Service and Corporate Areas. The Commissioning ODT will be a small team with a flat structure and will use matrix based working to provide a flexible capability.
- 8.3 The principles of a Centre of Excellence and Self-Service model will be used to establish a common language around commissioning and embed good practice into the Service and Corporate Areas of the Council.
- 8.4 The transformation of the Councils’ capability will be undertaken using the following key steps.



8.5 The Commissioning ODT will use the following approaches to develop the Councils' competence in commissioning.

One: Customer and Provider Engagement



Strong engagement with citizens (and for Corporate Areas internal customers) in conjunction with existing and potential providers will be undertaken to establish the service delivery models that will be adopted.

Two: Pull



The Council commissioning will be “pulled” towards a strong level of competence using standards of good practice, approved suppliers and contracts to provide effective sources of supply.

A forward plan of sourcing requirements will be established to drive the inclusion of commissioning in the Council’s business and financial planning processes.

Three: Compliance and Awareness



The Commissioning Function will use a compliance strategy, using audits of commissioning activity and category reviews of expenditure to measure the application of good practice and use of approved supplier routes. Divergence will be addressed with education to ensure that awareness of the standards required is achieved.

9. Appendices

9.1 None.

10. Background Documents

10.1 None.

Authorship:

Rachel Hodson-Gibbons
Corporate Manager - Commissioning

01449 724587/01473 825715
rachel.hodson-gibbons@midsuffolk.gov.uk