

**WELSH PURCHASING CONSORTIUM
MANAGEMENT BOARD**

30th APRIL 2014

**REPORT OF THE SECRETARY TO THE WPC CONSORTIUM –
REFLECTION ON THE POSITION OF THE CONSORTIUM, FUTURE
DELIVERY AND FUTURE MEETING ARRANGEMENTS.**

1 PURPOSE OF THE REPORT

The purpose of this report is provide Members of the Board with an overview of the position of the Welsh Purchasing Consortium going forward, including confirmation of Member Authority funding until the 31st March, 2016, developments with the Memorandum of Agreement for new WPC Members and the proposals for a strategic forward work plan of the WPC. The report also identifies options to be considered in relation to future WPC Management Board meetings.

2 RECOMMENDATIONS

It is recommended that Members:

- 2.1 Note the content of the report.
- 2.2 Endorse Cardiff Council to continue the funding arrangements for the WPC Central Management Team, until 31st March, 2016.
- 2.2. Note the proposed way forward with the Memorandum of Agreement
- 2.3 Agree the production of a WPC Strategic Forward Work Programme and postponement of the review of the Central Management Team until production of the forward work programme.
- 2.4 Agree a way forward for future WPC Management Board meetings.

3 REFLECTION – POSITION OF THE WPC

- 3.1 On the 24th April, 2013, the WPC Management Board, comprising of 16 Authorities considered a report entitled 'Future of the WPC', which advised Members that funding for the WPC (from the sixteen member Authorities) was in place until 31st March 2014. Following consideration of the report the Board resolved 'To recommend to the 16 Authorities within the Consortium that funding for the WPC be extended to 31st March 2016 at a maximum annual contribution of £13,500'.

- 3.2 Confirmation was received from all 16 Member Authorities endorsing the Boards resolution.
- 3.3 Cardiff Council, as host authority will need to be formally advised that the funding arrangements to support the WPC Central management Team are to be continued until the 31st March, 2016.
- 3.4 At the February WPC Management Board meeting, the Board agreed to the expansion of the Consortium to include Denbighshire County Council, Flintshire County Council and Wrexham County Borough Council.
- 3.5 The Welsh Purchasing Consortium now comprises of 19 Local Authority Members and 6 Associated Members.
- 3.6 To assist with the execution of the Memorandum of Agreement with the 3 new member authorities and for consistency, the Memorandum of Agreement for the 3 new Authorities will reflect commitment to the Consortium until the 31st March, 2016 and at a maximum annual contribution of £13,500.

4 FUTURE DELIVERY - STRATEGIC FORWARD WORK PROGRAMME.

- 4.1 Members will be aware of the establishment of the National Procurement Service, who will be responsible for establishing and managing procurement arrangements in respect of “common and repetitive spend” i.e. expenditure on products and services purchased by the whole Welsh public sector which is estimated as covering 20% of total Local Government spend.
- 4.2 Discussions have been ongoing with the NPS in relation to handover of the WPC contracts that fall under the category ‘common and repetitive spend’ to the NPS and a workshop between Heads of Categories within the NPS and Head of WPC Category groups has been scheduled for the 6th May, 2014.
- 4.3 The intended outcomes of the workshop for the WPC will be a formal agreement of a list of WPC Arrangements that will transfer to the NPS in the short to medium term (up to 3 years). The workshop will also be an opportunity to establish a practical protocol for transferring on going contract(s) and /or framework management responsibilities for these transferring arrangements.
- 4.4 In light of this and for the WPC going forward, a strategic forward work programme looking at potential new areas for procurement outside of the remit of the NPS will be established by the CMT.
- 4.5 Another item for consideration for the WPC going forward will be whether the WPC further pursues the membership of the remaining 3

North Wales Authorities who currently have not responded to previous correspondence.

4.6 During the Management Board on the 4th February, the Board resolved that a review of CMT be undertaken. In light of the considerations above, it is recommended that the review be expanded to include the fitness for purpose of the WPC itself. This review can then establish whether the WPC is in a position to deliver on the forward work programme.

5 WPC MANAGEMENT BOARD MEETINGS

4.1 As resolved at the February WPC Management, a letter was circulated to all Management Board Members to enquire into the preferred frequency of meetings and venue location.

4.2 the responses received to date are indicated below:-

Authority	Location	Frequency
Caerphilly	Central Location	Quarterly
Carmarthen	Mid Wales venue (Llandrindod Wells)	3 times per year (option for a special meeting if business requires)
Ceredigion	Rotation between venue in the South & a more central venue.	2 to 3 times per year. (option for a special meeting if business requires)
Denbighshire	Rotation between both South & North	
Monmouth	Central Location	Quarterly
Rhondda Cynon Taf	Central Location	Quarterly

4.3 It is suggested that a trial of meetings be conducted on a quarterly cycle with 2 meetings taking place at Llandrindod Wells, one in a South location i.e. Cardiff and one in a North Wales location i.e. Wrexham

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