



RHONDDA CYNON TAF

RECORD OF DELEGATED OFFICER DECISION

SUBJECT: Welsh Purchasing Consortium (WPC) – Revised Constitution

PURPOSE OF REPORT: To seek approval to seal the revised Constitution and advise Members on the progress made in the constituent authorities signing up to the revised Constitution.

DELEGATED DECISION (Date): July, 2011


- The Council sealing the revised constitution of the Welsh Purchasing Consortium following the expansion from 12 to 16 authorities.


Chief Officer Signature

STEVE MARRIOTT
Print Name

15/7/11
Date

The decision is taken in accordance with Section 15 of the Local Government Act, 2000 (Executive Functions) and in the terms set out in Section 5 of Part 3 of the Council's Constitution



CONSULTEE CABINET MEMBER SIGNATURE

15.7.11

DATE



OFFICER CONSULTEE SIGNATURE

15.7.11

DATE

Directorate:	
Contact Name:	
Designation:	
Tel.No.	

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

MUNICIAPL YEAR 2011/12

REPORT TO ACCOMPANY OFFICER
DELEGATED DECISION

Author: Vince Hanly, Service Director Procurement

WELSH PURCHASING CONSORTIUM (WPC) - CONSTITUTION

1. Purpose of Report

The purpose of this report is to seek approval to seal the revised constitution of the Welsh Purchasing Consortium (WPC).

2. Recommendation

- 2.1 It is recommended that the Council seals the revised constitution of the Welsh Purchasing Consortium (WPC) following its expansion from 12 to 16 Authorities.

3. Background

- 3.1. On the 25th September, 2007, a report was presented to Cabinet seeking approval to expand the WPC Consortium and to endorse the Business Case presented.
- 3.2. The Cabinet agreed the Business case attached to the report and the proposal to expand the Consortium on an all Wales basis. It was also agreed to 'authorise the Group Director, Corporate Services, in consultation with the Cabinet Member for Better Public Services & Transportation, to investigate and consider with all relevant parties any alternative options, if not all Councils agree the proposal and report back to a further meeting of Cabinet, as and when appropriate.'
- 3.3. On the 19th October, 2009, a progress report on the Welsh Purchasing Consortium, following its expansion in 2007 from 12 Authorities to 16 was provided.
- 3.4. The 2009 progress report detailed the need for the Secretary to the Consortium (Rhondda Cynon Taf's Director Legal & Democratic Services) to redraft the constitution on behalf of the WPC following its expansion.
- 3.5. A delegated decision, dated the 20th October, 2009 gave endorsement to the newly drafted WPC Constitution.
- 3.6. The Cabinet report of 25th September 2007 and corresponding Record of Decision of the Executive is attached as Appendix 1. A copy of the

Delegated Decision dated 20th October 2009, is attached as Appendix 2.

4. Current Situation

- 4.1. The initial version of the Constitution was drafted in 2009 and Legal Officers from all 16 Authorities have contributed to the development. All member Authorities have been formally consulted, resulting in a delay in reaching the final agreed version.
- 4.2. During the WPC Management Board meeting on the 20th April, 2011, the Secretary to the Consortium informed the Board that all Authorities had agreed to the revised Constitution and members resolved to:-
'Agree the final version of the Constitution and for the Secretary of the Consortium to commence the necessary sealing arrangements, starting with RCT council'
- 4.3. The Agreed version of the revised constitution is attached as Appendix 3.

5. Conclusion

- 5.1. Signing the Constitution under seal will formalise the Council's continuation of membership to the Consortium, which will ensure that the Authority continues to benefit from cashable and non- cashable efficiencies available from collaborative procurement arrangements established through the WPC
- 5.2. It will also ensure the Council continues to have access to a significant number of contractual arrangements that are in compliance with the EU Procurement Directives and the Council's own Contract Procedure Rules.

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

CABINET

25TH SEPTEMBER, 2007**EXPANSION OF WELSH PURCHASING CONSORTIUM****REPORT OF THE GROUP DIRECTOR, CORPORATE SERVICES****Author: Mr.Vince Hanley, Service Director of Procurement****1. PURPOSE OF THE REPORT**

To seek the approval of Rhondda Cynon Taf, as one of the twelve constituent members of the Welsh Purchasing Consortium (along with Swansea, Neath-Port Talbot, Bridgend, Merthyr, Blaenau Gwent, Caerphilly, Torfaen, Monmouth, Newport, Cardiff and the Vale of Glamorgan), of the proposal to expand the Consortium to include the ten remaining authorities in Wales and to endorse the Business Case presented to support the proposal.

2. RECOMMENDATIONS

It is recommended that Members: -

- 2.1 Approve the Business Case as presented and the proposal to expand the Consortium on an all-Wales basis.
- 2.2 To authorise the Group Director Corporate Services, in consultation with the Cabinet Member for Better Public Services and Transportation, to investigate and consider with all relevant parties any alternative options, if not all Councils agree the proposal, and report back to a further meeting of Cabinet as and when appropriate.

3. BACKGROUND

- 3.1 The Welsh Purchasing Consortium (WPC) has been in existence since 1974 and was reformed in 1996 following the reorganisation of Local Government in Wales. It covers the twelve Unitary Authorities in South Wales.
- 3.2 Each member authority arranges contracts or framework arrangement on behalf of the other eleven authorities.
- 3.3 The 63 No. contracts are currently shared between the participating

Authorities on a reciprocal basis other than for Energy which is paid for as an agreed charge to Rhondda Cynon Taff for its contract management and coordination service

- 3.4 The WPC increases economies of scale by combining the requirements of twelve unitary authorities, avoids duplication of work and achieves savings in resources and staffing. Savings are estimated to be in excess of £2million per annum since 1996
- 3.5 The consortium recently bid for funding as part of the Making the Connections funding opportunity as the WPC members strongly felt that greater savings could be achieved for the collective 22 authorities through the increased volumes and sharing of the resources, and also increasing the scope of contracts currently negotiated. It was also felt that in order to take this forward that specific resources should be employed to provide direction and leadership, assist in the consistent coordination and development of new contracts and to generally provide independent management of the consortium. This bid was successful
- 3.6 In September 2006, NQ Consulting were appointed to develop a project brief and business case to consider the views of the 22 Authorities in Wales and identify the appropriate way forward
- 3.7 The business case has now been finalised and Rhondda Cynon Taf have now received a letter from the Secretary of the Welsh Purchasing Consortium (Appendix A) asking the Authority to support and approve it. The business case has already been presented and approved by the WPC Management Committee on 25th July 2007
- 3.8 Rhondda Cynon Taf have always been at the central hub of the consortium ensuring it receives maximum benefit from the collaboration The Cabinet Member for Better Public Services is the current WPC Chair of the Management Committee Consortium and the Director of Legal and Democratic Services is the Secretary.

4 BUSINESS CASE RECOMMENDATIONS

- 4.1 The key thrust of the Business Case is to maximise the successful consortia and collaborative vehicle that exists whilst at the same time recognising that in order for it to develop and perform consistently that full time staff are needed to ensure the leadership direction and management issues are dealt with appropriately.
- 4.2 The exiting consortium is a virtual organisation with no staff and no budget and is collectively a multimillion pound procurement organisation, responsible for contributing to the delivery of key services across Authorities in SE Wales. This warrants an appropriate delivery vehicle and approach to ensure that efficiencies and quality services are delivered within these reciprocal contracts.

4.3 The key recommendations of the business case are that:

- The option of a central management team be adopted but contracts continue to be negotiated by each individual authority. It has been suggested that the management team could be employed by the WLGA on behalf of the contributing authorities
- The costs be shared by each contributing authority though each Authority must commit to negotiating and managing at least one contract on behalf of the consortium
- A reciprocal payback to each Authority for each contract negotiated on behalf of the WPC be implemented

4.2 The recommended management team would include only three posts. A Head of Procurement post with two supporting officers whose immediate focus would be to deliver the savings identified in the Secretaries letter of 21st August 2007.

4.3 The costs to be shared for the central team would amount to **£11636 (year 3)** per annum per Authority

4.4 However the reciprocal charge to cover for contracts negotiated on our behalf would be an additional **£11,000** making a total charge of **£22636** though all of these charges will be offset by the contract credits that the Council would receive for any WPC contract it negotiated

4.5 These charges are based on all 22 Authorities participating and should others decide not to buy into this arrangement that other options have been explored and developed should this occur. However should some Authorities not sign up a ceiling of £30,000 it has been suggested for both requirements and this could be achieved by restructuring the central management team.

4.6 These arrangements are complimentary to the procurement services provided by the Corporate Procurement Unit and to the contracts negotiated on behalf of Value Wales. The procurement team will continue to develop deliver local contracts as well as contribute to those negotiated on a national, regional or for on Local government sector specific basis. The WPC expansion is also complimentary and of great contribution to the All Wales Sourcing Plan

5 INVESTMENT APPRAISAL

5.1 The business case is focused on delivering efficiencies for all participating Authorities and at the same time encouraging those with little procurement expertise to develop in house capacity

5.2 The efficiencies quoted show a slight loss of £20,000 in year 1, a £1.37m saving year 2 and a £4.9m saving in year 3. However if the

'stretch targets' set out in the business were to be achieved then significantly more saving would be achieved particularly at year 3.

- 5.3 These efficiencies are based on expanding the number of contracts undertaken by the WPC and undertaking new contracts in potentially more difficult areas such as Social Care, professional services and care equipment. It will also tackle new contracts which traditionally would be done by each individual authority such as insurance, banking, street lighting and refuse equipment. There is a however a consensus that greater efficiencies would be derived by this collaborative initiative
- 5.4 Inevitably these will take time to develop and negotiate in collaboration with so many parties and even some existing contracts will be more difficult than before. The investment efficiencies are based on other successful collaborative consortia arrangements.
- 5.5 The overall effect on Rhondda Cynon Taf will be cost neutral having reviewed the contracts we undertake on behalf of the WPC we would expect a minimum income of £25,000 and effectively a reciprocal payment for their ongoing negotiation

6 CONCLUSION

- 6.1 The business case for the expansion of the WPC builds upon a vehicle for negotiating contracts that is currently accessed across the 12 Authorities.
- 6.2 There is a cost to developing a resource to support the WPC to move forward, but the contribution from this Council will be offset by the new proposed arrangements for reciprocal payments. This is cost neutral for this Authority
- 6.3 The WPC will provide a vehicle for the negotiation of all Local Authority sector specific contracts in Wales that will ensure that we make the most of our trading position in the marketplace.



RHONDDA CYNON TAF

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

RECORD OF DECISIONS OF THE EXECUTIVE

DECISION MADE BY: Cabinet

DATE DECISION MADE: 25th September, 2007

AGENDA ITEM 3

SUBJECT: Expansion of Welsh Purchasing Consortium

**Cabinet Members Present:
County Borough Councillors:**

R.Roberts (Chairman), A.Christopher, R.Bevan, P.Cannon,
(Mrs.)A.Davies, M.Forey, (Mrs.)E.Hanagan, G.Thomas and C.J.Willis

**Apology for Absence
County Borough Councillor:**

W.J.David

**Other MEMBERS IN Attendance
County Borough Councillor:**

M.Powell

1. DECISION MADE:

Agreed:

- To approve the Business Case attached to the report and to the proposal to expand the Consortium on an all-Wales basis.
- To authorise the Group Director, Corporate Services, in consultation with the Cabinet Member for Better Public Services and Transportation, to investigate and consider with all relevant parties any alternative options, if not all Councils agree the proposal, and report back to a further meeting of the Cabinet, as and when appropriate.

2. REASONS FOR DECISION BEING MADE:

- The need to seek approval to the proposal to expand the Consortium to cover all 22 Authorities in Wales.

3. CONSULTATION UNDERTAKEN PRIOR TO DECISION BEING MADE:

- Welsh Purchasing Consortium management Committee Meeting held on 25th July, 2007.
- Letter to Constituent Members and Chief Executives of the Welsh Purchasing Consortium dated 22nd August, 2007.

4. PERSONAL INTERESTS DECLARED:

None

5. DISPENSATION TO SPEAK (AS GRANTED BY STANDARDS COMMITTEE):

N/A

6. (a) IS THE DECISION URGENT AND NOT TO BE THE SUBJECT OF ANY CALL-IN BY THE OVERVIEW AND SCRUTINY COMMITTEE:

YES

NO ✓

Note: This decision will not come into force and may not be implemented until the expiry of 5 clear working days after its publication i.e Friday, 5th October, 2007 to enable it to be subject to the Call-In Procedure in Rule 17.1 of the Overview and Scrutiny Procedure Rules.

6. (b) IF YES, REASONS WHY IN THE OPINION OF THE DECISION-MAKER THE DECISION IS URGENT:

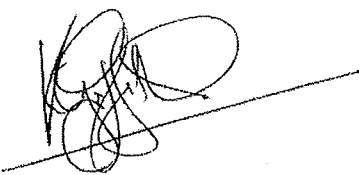
N/A

6. (c) SIGNATURE OF MAYOR OR DEPUTY MAYOR OR HEAD OF PAID SERVICE CONFIRMING AGREEMENT THAT THE PROPOSED DECISION IS REASONABLE IN ALL THE CIRCUMSTANCES FOR IT BEING TREATED AS A MATTER OF URGENCY, IN ACCORDANCE WITH THE OVERVIEW AND SCRUTINY PROCEDURE RULE 17.2:

N/A

.....
(Mayor)

.....
(Dated)



.....
(Proper Officer)

27th September, 2007
.....

(Dated)

APPENDIX 2



RHONDDA CYNON TAF

RECORD OF DELEGATED OFFICER DECISION

SUBJECT: EXPANSION OF WELSH PURCHASING CONSORTIUM - UPDATE REPORT

PURPOSE OF ATTACHED REPORT:

To provide a progress report following the expansion of the Welsh Purchasing Consortium in 2007 where it increased from 12 authorities to 16.

DELEGATED DECISION (Date): 20th October 2009

- Approval of the extension of the current arrangements by two years to March 2013
- Endorsement of the newly drafted WPC Constitution
- Endorsement of the proposed changes to the reciprocal payback system
- Noting the Council's concerns which were put forward and agreed that the Service Director of Procurement monitor the position.

Chief Officer Signature

Print Name

Date

The decision is taken in accordance with Section 15 of the Local Government Act, 2000 (Executive Functions) and in the terms set out in Section 5 of Part 3 of the Council's Constitution

CONSULTEE CABINET MEMBER SIGNATURE

DATE

OFFICER CONSULTEE SIGNATURE

DATE

Directorate:	CORPORATE SERVICES
Contact Name:	Vincent Hanly
Designation:	Service Director fro Procurement
Tel.No.	01443 424362

APPENDIX 3

DATED DAY OF 2011

**CONSTITUTION
OF THE
WELSH PURCHASING CONSORTIUM**

**P.J. Lucas, LLB Solicitor,
Secretary to the Welsh Purchasing Consortium,
The Pavilions,
Cambrian Park,
Clydach Vale.**

Tel: 01443 424105

E.Mail: paul.j.lucas@rctcbc.gov.uk

Fax: 01443 424027

THIS AGREEMENT is made the day of 2011

BETWEEN: Blaenau Gwent County Borough Council (1), of

Bridgend County Borough Council (2), of

Caerphilly County Borough Council (3), of

Carmarthenshire County Council (4), of

Ceredigion County Council (5), of

City and County of Cardiff Council (6), of

Merthyr Tydfil County Borough Council (7), of

Monmouthshire County Council (8), of

Neath Port Talbot County Borough Council (9), of

Newport City Council (10), of

Pembrokeshire County Council (11), of

Powys County Council (12), of

Rhondda Cynon Taff County Borough Council (13), of

City and County of Swansea Council (14), of

Torfaen County Borough Council (15), of

Vale of Glamorgan Council (16), of

(hereafter called "the Members")

WHEREAS:-

- (1) The Members have agreed that a Joint Committee to be known as the Welsh Purchasing Consortium (the "Consortium") shall be restructured to support the Members in delivering joint, collaborative contracts and framework agreements for the procurement of goods and services.

- (2) The Consortium comprises the Members.
- (3) The Members have agreed that Cardiff Council shall be the host Authority for the purposes of the Consortium.
- (4) The Members have agreed that the overall aims of the Consortium shall be as specified in Schedule 1 of this Agreement.
- (5) The Members have agreed to enter into this Agreement in order to provide the structure and resources to achieve the strategic business objectives of the Consortium.

NOW IT IS AGREED as follows:

1. Definitions and Interpretation

In this Agreement unless the context otherwise requires:

“Allocation of Contracts”	Means the allocation of Contracts between the Members as specified in Clause 13.
“Associate Members”	Means such public bodies in Wales as agreed by the Consortium who may utilize such Contracts upon such terms as agreed by the Consortium.
“Central Management Team”	Means the staff employed by the Host Authority on behalf the Consortium either by way of direct recruitment or seconded to the Host Authority, who will support procurement projects to deliver Contracts and Framework Agreements and will work exclusively for the Consortium.
“Chief Executives”	Means the Heads of Paid Service of each of the Members.

“Consortium”	Means the Joint Committee established in accordance with Clause 3.
“Consortium Contributions”	Means the sum payable by each Member to the Host Authority calculated in accordance with Clause 12.
“Contract”	Means Framework Agreements and contracts for goods services and works based on firm volumes and specifications supported by staff of the Central Management Team and let by a lead authority for the project team working on the contract.
“Efficiency Savings”	Means benefits identified from collaborative procurement activity within the Consortium in accordance with relevant Welsh Assembly Government Guidance.
“Financial Year”	Means 1 April to 31 March.
“Forward Contract Plan”	Means a timetabled plan for the establishment of Contracts.
“Framework Agreement”	Means a framework agreement as defined in Regulation 2 of the Public Contracts Regulations 2006 (2006 No. 5).
“Host Authority”	Means the City and County of Cardiff Council or such other Members as may succeed Cardiff and where the context permits shall also include the Host Authority being a “Member”.
“Initial Period”	Means 1 st April 2008 to 31 st March 2013.
“Lead Authority”	Means the Member Authority having the roles and responsibilities in respect of Contracts as set out in Schedule 2.

“Member Authority”	Means a local authority that is for the time being a Member of the Consortium but does not include Associate Members.
“Members”	Means the local authorities who are for the time being members of the Consortium but does not include Associate Members.
“Nominated Officer/Elected Member”	Means the senior officer or Elected Member nominated by each Member to sit on the Consortium.
“Participating Authorities”	Means the Members having the roles and responsibilities of a Participating Authority as set out in Schedule 2.
“Non Participating Authorities”	Means the Members having the roles and responsibilities of a Non Participating Authority as set out in Schedule 2.
“Quarters”	For the purpose of reporting shall be: 1 st April – 30 th June 1 st July – 30 th September 1 st October – 31 st December 1 st January – 31 st March
“Secondment Agreement”	Means an agreement for the secondment of the WLGA Staff to the Central Management Team.
“Secretary”	Means an officer from the Member Authority providing the secretariat service.
“Service(s)”	Means the services provided in accordance with Clause 4 by the staff of the Central Management Team to procurement project teams of Consortium Members.

“Strategic Objectives”	Means the objectives of the Welsh Purchasing Consortium as set out in Schedule 1.
“the 1972 Act”	Means the Local Government Act 1972.
“the 2000 Act”	Means the Local Government Act 2000.
Unauthorised Act	Means an action which is contrary to or outside the scope of the powers, duties and obligations given or created pursuant to this Agreement and which is not reasonably incidental, ancillary or conducive to the carrying out of those powers, duties and obligations.
“WLGA” means	The Welsh Local Government Association.
“WLGA Staff”	Means WLGA employees seconded to the Consortium pursuant to the Secondment Agreement.
“Working Day”	Means Monday to Friday 9.00 a.m. – 4.00 p.m. save Bank and Public Holidays.
“WPC”	Means the Welsh Purchasing Consortium
“WPC Procurement Officers’ Group”	Means a group of senior procurement officers or nominated by each Member whose role and functions are set out in Clause 5.

2. Strategic Objectives of the Consortium

2.1 The Strategic Objectives of the Consortium are as set out in Schedule 1.

2.2 This Agreement is made pursuant to the powers contained in Section 101 of the 1972 Act and Section 20 of the 2000 Act and any Regulations made thereunder and all other powers enabling.

3. Consortium

3.1 The Consortium shall be responsible for undertaking the following activities:

3.1.1 advise and direct the Central Management Team on how to address strategic, financial and operational issues.

3.1.2 develop and publish criteria for the selection of joint, collaborative procurement projects which include efficiency and benefits for all Members as part of the work programme process.

3.1.3 construct and agree the Work Programme for the central management team which delivers benefits to all Members.

3.1.4 set targets, priorities and policies for the work of the Central Management Team.

3.1.5 receive regular, quarterly reports on performance and finance.

3.1.6 approve the annual budget for the Consortium.

3.1.7 in consultation with the Host Authority approve the job descriptions and person specifications of Central Management Team staff.

3.1.8 enable the Members and the Host Authority to raise any issues of common concern relating to the operation, financing and performance of the Consortium.

3.1.9 review the operation of the Consortium and plan how to maintain or improve the benefits of the Consortium.

- 3.1.10 be responsible for developing a performance framework for the Service provided.
 - 3.1.11 communicate the purpose of the Consortium to the potential customers of the Service and undertake marketing of the service.
 - 3.1.12 liaise with professions and potential users of the Service.
 - 3.1.13 provide assistance and advice to the Host Authority where requested, for example, serve on recruitment panels for the Central Management Team, represent or present the Consortium to national or other regional bodies and potential new Members and customers.
 - 3.1.14 report as and when required to the South East, South West and Mid Wales Regional Partnership Boards and the Members on the activities and performance of the Consortium.
- 3.2. Each Member shall on the date of this Agreement appoint a suitably qualified and experienced Nominated Officer/Elected Member to the Consortium to represent the Member in the Consortium. For the avoidance of doubt the Nominated Officer/Elected Member may not be employed in the Central Management Team. Each Nominated Member may nominate a deputy to attend in the absence of the Nominated Officer/Elected Member in accordance with Clause 3.7.
- 3.3 Each Member shall ensure that any Nominated Officer/Elected Member or deputy to the Consortium shall have sufficient delegated powers to vote on any decision within the powers of the Consortium as set out in this Agreement and if necessary seek authorisation from their Member

Authority to bind his or her Member Authority to such decision and warrant that any Nominated Officer/Elected Member appointed as Nominated Officer/Elected Member or Deputy shall hold those delegated powers.

- 3.4 The Consortium shall initially comprise of 16 Nominated Officer/Elected Members, one from each of the Members.
- 3.5 The Consortium may invite persons to Meetings of the Consortium to provide advice and assistance as required.
- 3.6 A Member may change its Nominated Officer/Elected Member by giving written notice to the Secretary of its intention, such notice to be given no later than 14 days prior to the date of the next scheduled ordinary Consortium meeting.
- 3.7 Notwithstanding 3.4 above a Member may appoint a deputy to attend at meetings of the Consortium in the event that its Nominated Officer/Elected Member is unable to attend any particular meeting. In such event it shall give prior written notice identifying the proposed deputy as soon as reasonably practicable and in any event no later than 17:00 on the day preceding the date for the affected meeting. For the avoidance of doubt the deputy may not be employed in the Central Management Team.
- 3.8 The chairperson of the Consortium shall be elected at the first meeting to hold office until the 2012 Local Government Elections and thereafter as decided by the Consortium. The Consortium shall also elect a deputy to act in the absence of the Chairman.

- 3.9 The Quorum of the Consortium shall be a quarter of the voting Nominated Officers/Elected Members or their duly appointed deputies.
- 3.10 Save where expressly stated in this Agreement all decisions to be taken at the Consortium shall be by majority vote.
- 3.11 Each Member represented on the Consortium shall have one vote on the Consortium with the Chairperson having the second or casting vote where necessary.
- 3.12 A Member Authority shall provide the secretariat service for the Consortium which initially shall be provided by Rhondda Cynon Taff.
- 3.13 A calendar of the dates and times for ordinary meetings of the Consortium for the forthcoming Financial Year shall be prepared annually and provided to each Member no later than the 31st of May in each year.
- 3.14 The Consortium must initially meet at least once in every three months for the first year and thereafter as determined by the Consortium
- 3.15 Any Member may by serving a written notice on the Secretary call an extraordinary meeting of the Consortium. A written notice for an extraordinary meeting of the Consortium must include a written statement of the reasons for calling an extraordinary meeting and the decision sought or recommended.
- 3.16 On receipt of such notice the Secretary shall cause an extraordinary meeting of the Consortium to be convened within 10 Working Days of the date of service of the notice to consider the matters set out in the request for the extraordinary meeting.

- 3.17 The Secretary shall cause a written notice of the time, date and location of any meeting of the Consortium together with the agenda, minutes of the preceding ordinary and any extraordinary meeting together with supporting reports and documents to be served on each Member no later than 5 Working Days prior to the date and time fixed for the meeting.
- 3.18 Any Member may request that a matter be placed on the Agenda for discussion at an ordinary meeting of the Consortium subject to providing written notice of the matter to be considered to the Secretary no later than 10 Working Days prior to the date scheduled for the meeting.

4. Central Management Team

- 4.1 The Consortium will implement this Agreement through directing the work of the Central Management Team employed on its behalf by the Host Authority.
- 4.2 The Central Management Team shall comprise of such officers as shall be agreed by the Consortium who will act as a support team for the Consortium and shall be responsible for the effective co-ordination of all arrangements on behalf of the Consortium.
- 4.3 Subject to resources and staff capacity the function of the Central Management Team shall be to:
- 4.3.1 ensure that a consistent and co-ordinated approach is taken to procurement on behalf of the Consortium.
 - 4.3.2 effectively manage the engagement of all Consortium Members.

- 4.3.3 assist in developing the Strategic Objectives..
- 4.3.4 develop and maintain the Forward Contract Plan.
- 4.3.5 ensure that the Consortium continues to deliver benefits to Members.
- 4.3.6 provide strategic and operational support as required by Members.
- 4.3.7 engage in specific projects as required on behalf of Members.
- 4.3.8 prepare regular progress reports and other specific reports as required for consideration by the WPC Procurement Officers' Group and Consortium as required/appropriate.

5. WPC Procurement Officers' Group

- 5.1 The WPC Procurement Officers' Group shall consist of a procurement officer nominated by each Member and shall have following functions:
 - 5.1.2 To periodically review the roles and responsibilities of Members as set out in Schedule 2.
 - 5.1.3 To consider commodity extension and variation reports.
 - 5.1.4 The WPC Procurement Officers' Group will advise the Consortium and the manager of the Central Management Team with regard to the purchasing priorities of the Members and assist the Central Management Team manager in developing proposals for the Consortium.

- 5.1.5 The WPC Procurement Officers' Group will agree and review the Forward Contract Plan.
- 5.2 The WPC Procurement Officers' Group may submit regular and special reports to the Consortium on any matter affecting the Consortium.
- 5.3 Members of the WPC Procurement Officers' Group may join user groups and project groups where it is judged by the WPC Procurement Officers' Group that the project or user group will benefit from the input of senior procurement officers.
- 5.4 The WPC Procurement Officers' Group shall meet on a quarterly basis and at such other times as required.
- 5.5 The WPC Procurement Officers' Group shall annually elect a Chairman and Deputy.
- 5.6 The Quorum of the WPC Procurement Officers Group shall be a quarter of the Group Membership
- 5.7 Decisions of the Group shall be by majority vote.
- 6. The Forward contract Plan**
- 6.1 The Forward Contract Plan shall specify the Contracts which the Consortium intends to undertake and conclude.
- 6.2 The Forward Contract Plan must include the following:
- 6.2.1 identified WPC Contracts and other procurement related projects to be undertaken.
- 6.2.2 anticipated Contract start dates for each contract/project.

6.2.3 Lead Authority. .

6.2.4 Points allocation under the agreed reciprocal arrangement.

6.3 The Forward Contract Plan must be prepared by reference to the Strategic Objectives of the Consortium and the need to make the most efficient and effective use of Consortium resources and in so far as practicable ensure that each Member obtains tangible and demonstrable benefits from membership of the Consortium.

7. Host Authority

7.1 The Members agree that the Host Authority will employ or use seconded staff and provide other arrangements as appropriate to support the work of the Central Management Team.

7.2 The Host Authority will not delegate or assign its obligations and responsibilities without the consent of the Members by a majority vote of the Consortium save that it may resign as Host Authority by giving twelve months notice to the Secretary on or before the preceding 1st April to expire no sooner than the subsequent 31st March.

7.3 For the avoidance of doubt nothing in this agreement shall require or operate so as to require the Host Authority to enter into any agreement or contract with any third party for the procurement of goods, services or works on behalf of the Consortium other than where such agreement is directly incidental and supportive of its functions as Host Authority.

7.4 Subsequent to the Agreement of the Consortium the Host Authority shall subject to resources and recruitment:

- 7.4.1 recruit, and employ the Central Management Team in accordance with its employment policies and terms and conditions including salary structures.
- 7.4.2 monitor the performance of the Central Management Team as directed by the Procurement Officers' Group.
- 7.4.3 consult the Consortium with regard to the numbers, structure and roles of staff and shall not expand the staffing complement without the agreement of the Consortium.
- 7.4.4 ensure that the Central Management Team has a manager.
- 7.4.5 provide management supervision, office accommodation, IT equipment, office and specialist e-procurement software, office equipment, telephony equipment and services, support services (including accountancy, HR advice and IT desktop support), payments and disbursements necessary to enable the Consortium's staff to perform their functions.
- 7.4.6 inform the Members of complaints made against the Services of the Central Management Team.
- 7.4.7 prepare an annual budget for the approval of the Consortium and quarterly monitoring reports.
- 7.4.8 account separately for the Central Management Team and maintain financial records and report to the Members with regard to operating costs and income receivable on an open book basis.
- 7.4.9 own any assets on behalf of the Consortium.

- 7.4.10 invoice each Member Authority annually in advance for the Consortium Contribution.
- 7.4.11 ensure that the personal performance and development review of the Central Management Team staff is conducted in accordance with the Host Authorities policy and that they are trained appropriately in the use of relevant office and procurement software, customer service and procurement good practice.
- 7.4.12 ensure that the Service is provided and the Service is managed in conformity with all legislation relating to Health and Safety, Equal Opportunities, Data Protection and Freedom of Information and all other relevant legislation.
- 7.4.13 save where expressly varied by this Agreement the Host Authority shall comply with its own Standing Orders and Procedure Rules when undertaking its duties under this Agreement.

8. Obligations of the Members

8.1 The Members shall:

- 8.1.1 pay the Consortium Contributions to the Host Authority within 28 days of invoice by the Host Authority.
- 8.1.2 appoint Nominated Officers/ Elected Members to serve on the Consortium.
- 8.1.3 identify opportunities for joint; collaborative procurement projects and encourage professional groups within their organisation to consider collaborative procurement projects.

- 8.1.4 promote the use of WPC and other collaborative contracts within their organisation where they represent best value and support the sourcing strategy for their organisation.
 - 8.1.5 collect data on the use of collaborative contracts within their organisation and provide the Central Management Team with data on usage and performance of Contracts.
 - 8.1.6 promote the use of collaborative agreements by undertaking communications and other change management activity such as training and workshops within their organisations.
- 8.2. Where a potential redundancy or redundancies arises which would give rise to a liability to redundancy costs and any associated pension costs within the Consortium's Central Management Team, the Members undertake in so far as it is consistent with their requirements to give prior consideration to the affected staff under the terms of each Members' redeployment scheme.

9. Commencement and Term

- 9.1 This agreement shall be for the Initial Period and thereafter from year to year unless terminated earlier in accordance with Clause 17 (Withdrawal) or 20 (Disputes) or by agreement of the Members.
- 9.2 Following termination of this Agreement whether pursuant to Clause 17 or 20 or otherwise.

The provisions of clauses 1 (Interpretation) and 10 (Liability) shall bind the parties and remain in full force and effect.

9.3 Any rights or obligations to which any of the parties may be entitled or be subject before such termination shall remain in full force and effect; and

9.4 Termination shall not affect or prejudice any right to damages or other remedy which the terminating party may have in respect of the event which gave rise to the termination or any other right to damages or other remedy which any party may have in respect of any breach of this Agreement which existed at or before the date of termination.

10. Liability and Indemnity

10.1 The Members shall jointly be liable with the Host Authority, unless caused by the negligence of the Host Authority, against each and every cost, claim, liability, expense or demand in relation to any contract of employment or collective agreement concerning the Central Management Team employed by the Host Authority in compliance with its obligations under this Agreement including but without limitation on any such matter relating to or arising out of:

10.1.1 Claims of wrongful or unfair dismissal, provided the Host Authority has regard to all employment law legislation, Regulations and Guidance, and its own internal policies regarding employment of staff.

10.1.2 Claims for redundancy payment, and any associated pension costs (provided always that where the level of redundancy payment in any particular instance is established or calculated by reference to a period of continuous employment of that particular employee by any of the Members immediately preceding his or her employment or transfer to the Central Management Team that Member shall indemnify the remaining Members pro rata by

reference to the proportion of the redundancy payment which is attributable to the period of employment with the Host Authority).

10.1.3 Calculation of pension costs. Members will jointly be liable with the Host Authority should it incur any additional pension liabilities as a result of the employment or transfer of the Central Management Team.

10.2 The Members will be liable with (and in this regard they shall be jointly and severally liable) the Host Authority for all losses that it suffers, in relation to all actions, proceedings, costs, claims, demands, liabilities, losses and expenses howsoever arising, whether in tort (but not including negligence), default or breach of contract or breach of law arising out of or in connection with any act or omission by the Host Authority in carrying out all or any of the duties and responsibilities of the Host Authority and/or implementing the decisions of the Consortium save where all losses incurred are caused by an Unauthorised Act by the Host Authority.

10.3 The liabilities and risks attaching to any Contract shall be the liability of all the Members taking advantage of the Contract in question in equal proportions except where the liability arises as a result of the act or default of the Member whereupon that Member shall be solely liable for such liability.

10.4 The provisions of this clause shall survive the termination of this Agreement.

11. Budget, Financial Records and Open Book Accounting

11.1 The Host Authority shall prepare an annual forecast budget for the agreement of the Members on an open book basis by the last Working Day of October each year.

The budget will detail estimated:

staffing costs;

office and establishment costs;

support service costs;

one off costs and proposed investments/improvements;

the forecast amount of any revenue or grants to offset the costs of the Consortium;

the amount due from each Member on an annual basis shall be agreed by the Consortium .

11.2 The finances of the Consortium will be managed through the Host Authority's financial systems and processes including the application of the Host Authority's Financial Regulations and Standing Orders.

11.3 The Host Authority will submit a financial report to each ordinary Consortium meeting detailing the status of the budget as at the final day of the preceding Quarter. The reports shall be completed and sent to the Nominated Officers/Elected Members within four weeks of the end of each Quarter.

- 11.4 The Host Authority will provide an internal audit of the internal control arrangements of the Consortium in accordance with proper internal audit practices and provide a certificate to that effect in an agreed form to each Member for internal audit purposes and if required, the Host Authority will also enable full access to financial and activity records of the Consortium by any of the Member's auditors, internal or external.
- 11.5 The Consortium will agree the Consortium's budget and estimates for the forthcoming Financial Year prior to 31st March in the preceding year.
- 11.6 The Consortium shall only operate within its agreed budget unless otherwise agreed by the Consortium.
- 11.7 Budgeted operating costs for each Member will be paid by the Members in advance to the Host Authority annually on the first of April conditional on the Host Authority invoicing the Members for operating costs.
- 11.8 The Host Authority is responsible for ensuring that accounting practices applied for the Consortium comply with recognised accounting standards (SORPS) and government accounting regulations.

12. Allocation of Costs, Assets, Liabilities, Surpluses and Deficits

- 12.1 The Consortium Contributions shall comprise the following identified in the Consortium's forecast annual budget:
- 12.1.1 estimated staffing costs;
 - 12.1.2 office and establishment costs;
 - 12.1.3 support service costs;

12.1.4 such other items as are and approved by the Consortium.

For the avoidance of doubt and notwithstanding the failure of the Consortium to approve an annual budget items 12.1.1 to 12.1.3 shall be deemed to have been approved on the 31st March immediately preceding the relevant Financial Year and the Members may be invoiced for those items as if they constituted the Consortium Contribution.

12.2 The Consortium Contributions will be allocated as subscriptions to each Member Authority on an equal basis. For the Initial Period the first three Consortium Contributions for each Member shall be £14,892 payable on 1st September 2008, 1 April 2009 and 1 April 2010 and the next two Consortium Contributions payable on 1st April 2011 and 1st April 2012 shall not exceed £14,892 each.

12.3 Surplus amounts shall be identified by the Host Authority and reported to the Members through the Consortium.

12.4 The Members through the Consortium may resolve to use all or part of the surplus to invest in improvements to the Service delivered by the Consortium.

12.4.1 Improvements may include:

ICT upgrades (software, hardware, server space, inter-connectivity, networks, new systems);

interfaces with other systems to be specified by the Host Authority and the Members;

purchase of new equipment for the Consortium (new PCs, printers, scanners, desks, phones etc.);

investment in additional services contingent on the recruitment of additional staff.

- 12.5 The Consortium shall determine whether surpluses either in whole or part, after application of monies for service improvements, will be distributed equally to each of the Members in the year where the surplus has occurred.
- 12.6 A holding account for surpluses will be managed by the Host Authority which will enable any balance agreed for retention by the Consortium to roll forward to subsequent years.
- 12.7 The assets and liabilities of Members arising from the Consortium will be shared equally.
- 12.8 Any variation of operating costs must be agreed by the Host Authority and all Members through the Consortium.
- 12.9 Any proposed increase in resources submitted to the Consortium will detail the impact on each Member in the revised budget.
- 12.10 The proposed increase in resources will be set in the context of increased services or the admission of new Members to the Consortium agreement.
- 12.11 In the event of the Host Authority identifying that there is a permanent reduction in workload for the Central Management Team, the Host Authority shall report the matter to the Consortium who may authorise a reduction in the staffing levels. In approving such a reduction in staffing

levels and subject to the application of the Host Authority's employment policies and requirements, the Consortium shall agree the procedure for implementing the staffing reduction and the level of indemnity to be provided to the Host Authority to meet the consequential costs claims and demands.

12.12 The Members and the Host Authority shall not withdraw or otherwise adjust budgeted levels of finance until staffing changes are implemented and an adjustment agreed by the Consortium.

12.13 The Members and the Host Authority will share the costs of restructuring on the basis described in Clause 12 (allocation of costs, assets, liabilities, surpluses and deficits) where incurred to reduce long-term operating costs.

12.14 The Services will be invoiced and paid inclusive of Value Added Tax.

12.15 Each Member will be responsible for recording and reclaiming value added tax paid for the Services.

12.16 Budgets and financial reports will be prepared ex-VAT.

13. Operation and Review of Allocation of Contracts

13.1 Contracts will be allocated points by the WPC Procurement Officers Group on the basis of the complexity of the contract and risk involved. Each member will act as a Lead Authority in respect of Contracts having a points value of one sixteenth (or such other fraction representing the total membership of the consortium) of whole points allocated.

14. Roles and Responsibilities

The roles and responsibilities of Members in respect of Contracts when acting as Lead Authority Participating Authorities and Non Participating Authorities and the Central Management Team are set out in Schedule 2.

15. Customer Care

15.1 The Host Authority's Customer Care Policy will apply to the Central Management Team's activities.

16. Variations in Services

16.1 The Members and the Host Authority may agree minor variations in Service for each Member in writing to meet local needs and circumstances subject to the approval of the Consortium.

17. Withdrawal

17.1 Any one or more of the Members may withdraw from this Agreement after the Initial Period by serving written notice on the Secretary of their intention to withdraw from the Consortium on or before the preceding 1st April to expire no sooner than the subsequent 31st of March.

17.2 Without prejudice to the rights and remedies of the remaining Members the withdrawing party shall on expiry of the notice cease to be a Member of the Consortium.

17.3 **PROVIDED THAT** in the event of withdrawal:

17.3.1 Any rights or obligations to which any of the Members may be entitled or be subject before such termination shall remain in full force and effect; and

17.3.2 Withdrawal shall not affect or prejudice any right to damages or other remedy which any party to this Agreement may have which existed at or before the date of termination or which occurred as a result of any act or omission prior to termination.

17.3.3 The withdrawing party agrees that all capital expenditure and assets (including any monetary surplus) contributed to the Consortium shall, irrespective of the withdrawal of the withdrawing party, remain as part of the Consortium and can be used by the remaining Members, for the purposes of the Consortium until the Consortium terminates.

17.3.4 Where a Member withdraws from the Consortium after the Initial Period the withdrawing Member shall indemnify the remaining Members against additional costs incurred by the remaining Members in respect of its period of Membership. The remaining Members shall use reasonable endeavours to mitigate their losses.

18. Introduction of New Members

18.1 Members and Associate Members may be introduced by resolution of the Consortium.

18.2 Members will be required to be parties to this Agreement before joining the Consortium and will comply with its terms and conditions.

19. Confidentiality

19.1 The Members shall keep confidential all matters relating to the Consortium and shall use all reasonable endeavours to prevent

disclosure to any person of any matter relating to the Consortium.

19.2 Clause 19.1, shall not apply to:

19.2.1 any disclosure of information that is reasonably required by persons engaged in the performance of their obligations under this Agreement.

19.2.2 any matter which a Member can demonstrate is already generally available and in the public domain otherwise than as a result of a breach of this clause 19.

19.2.3 any disclosure which is required by law .

19.2.4 any disclosure of information which is already lawfully in the possession of the receiving party, prior to its disclosure by the disclosing Member.

19.2.5 any disclosure by any Member of any document related to the Consortium to which it is a party and which the other Members (acting reasonably) have agreed with the disclosing Member contains no commercially sensitive information; or

19.2.6 any examination pursuant to the Public Audit (Wales) Act 2004 and any subsequent re-enactment thereof of the economy, efficiency and effectiveness with which the Consortium has used its resources.

19.3 Where disclosure is permitted under clause 19.2.3 or 19.2.6 the recipient of the information shall be made aware of the confidential nature of the information and shall be subject to appropriate obligations of confidentiality.

- 19.4 Members shall not make use of the Agreement or any information issued or provided by or on behalf of the Consortium in connection with the Agreement otherwise than for the purpose of the Consortium, except with the prior written consent of the Consortium.
- 19.5 The Members acknowledge that the Wales Audit Office has the right to publish details of the Agreement (including commercially sensitive information) in its relevant reports to the National Assembly for Wales and Parliament.
- 19.6 Notwithstanding clause 19.1 above each Member acknowledges that all Members to the Agreement are subject to obligations under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 and shall in all respects and at no additional cost to the Members co-operate with any Member's requests to assist it in complying with each Member's disclosure obligations under the Information Laws.
- 19.7 Upon termination of the Consortium the Members shall continue to co-operate with and assist the other Parties to meet the obligations set out above that continue to exist beyond the termination of the Collaboration Agreement.

20. Dispute Resolution

- 20.1 Any dispute between the Members which cannot be resolved through the medium of the Consortium shall be referred to the Members' Chief Executives.

20.2 A dispute which cannot be resolved by the Members' Chief Executives will be referred to a mediator appointed by agreement by the Members in dispute.

21. Notice

21.1 A notice under this Agreement:

Shall be in writing;

Shall be sent for the attention of the person, and to the address, or fax number, given in this clause (or such other address, fax number or person as the Member may notify to the other Members, such notice to take effect five days from the notice being received); and

Shall be:

Delivered personally or;

Sent by fax; or

Sent by pre-paid first-class or recorded delivery.

The address for service of notice are:

The office of the Central Management Team or the Secretary and thereafter the Central Management Team or Secretary shall send the notice to the appropriate Member Authorities

A notice is deemed to have been received:

If delivered personally, at the time of delivery;

In the case of fax, at the time of transmission;

In the case of pre-paid first class post or recorded delivery, 2 Working Days from the date of posting.

- 21.2 To prove service it is sufficient to provide that the notice was transmitted by fax to the fax number of the Central Management Team or, Secretary or, in the case of post, that the envelope containing the notice was properly addressed and posted.

23. General

- 23.1 The Services provided by the Consortium are ancillary to the powers of each Member to let contracts for the supply of goods and services.
- 23.2 The Consortium will support, advise and assist the Members in the exercise of their contracting functions but it is expressly acknowledged that it does not constitute a separate legal person with capacity and is expressly forbidden from entering into bank account, loan or overdraft arrangements.
- 23.3 For the purposes of the Contracts (Rights of Third Parties) Act 1999 and notwithstanding any other provision of this Agreement this Agreement is not intended to, and does not, give any person who is not a party to it any right to enforce any of its provisions.
- 23.4 Reference to statutory provisions shall be construed as references to those provisions as respectively amended or re-enacted or as their application is modified by other provisions (whether before or after the making of this Agreement) from time to time and shall include any provisions of which they are re-enactments (whether with or without modifications).

- 23.5 References to “this Agreement” or to any other agreement or document referred to in this agreement mean this agreement or such other agreement or document as amended, varied, supplemented, modified or notated from time to time, and included as schedules and appendices to this agreement.
- 23.6 Headings are inserted for convenience only and shall not affect the construction of this Agreement.
- 23.7 Words importing one gender include all other genders and words importing the singular include the plural and vice versa.
- 23.8 References to “parties” are references to the parties to this agreement and references to “persons” or “parties” shall include bodies corporate, unincorporated associations and Partnerships.
- 23.9 Any covenant by a party not to do an act or thing shall be deemed to include an obligation not to permit or suffer such act or thing to be done by another person.
- 23.10 This Agreement and any documents referred to in it or executed contemporaneously with it, constitute the whole agreement between the Members and supersede any arrangements, understanding or previous agreement between them relating to the subject matter they cover.

24. No Partnership

- 24.1 Nothing in this Agreement shall be deemed to constitute a partnership in law between the Members nor constitute any Member the agent of any other Member.

25. Good Faith

25.1 All transactions entered into between the Members shall be conducted in good faith and on the basis set out or referred to in this Agreement or, if not provided for in the Agreement as may be agreed by the Members.

25.2 Each Member shall at all times act in good faith towards the other Members and shall use all reasonable endeavours to ensure that the Agreement is observed.

25.3 Each Member shall do all things necessary and desirable to give effect to the spirit and intention of the Agreement.

EXECUTED AS A DEED the day and year first before written

The **COMMON SEAL** of **BLAENAU GWENT COUNTY BOROUGH COUNCIL** was affixed in the presence of:

The **COMMON SEAL** of **BRIDGEND COUNTY BOROUGH COUNCIL** was affixed in the presence of:

The **COMMON SEAL** of **CAERPHILLY COUNTY**
BOROUGH COUNCIL was affixed in the presence of:

The **COMMON SEAL** of **CARMARTHENSHIRE**
COUNTY COUNCIL was affixed in the presence of:

The **COMMON SEAL** of **CEREDIGION**
COUNTY COUNCIL was affixed in the presence of:

The **COMMON SEAL** of **CITY AND COUNTY OF
CARDIFF COUNCIL** was affixed in the presence of:

The **COMMON SEAL** of **MERTHYR TYDFIL COUNTY
BOROUGH COUNCIL** was affixed in the presence of:

The **COMMON SEAL** of **MONMOUTHSHIRE
COUNTY COUNCIL** was affixed in the presence of:

The **COMMON SEAL** of **NEATH PORT TALBOT COUNTY
BOROUGH COUNCIL** was affixed in the presence of:

The **COMMON SEAL** of **NEWPORT CITY
COUNCIL** was affixed in the presence of:

The **COMMON SEAL** of **PEMBROKESHIRE
COUNTY COUNCIL** was affixed in the presence of:

The **COMMON SEAL** of **POWYS**
COUNTY COUNCIL was affixed in the presence of:

The **COMMON SEAL** of **RHONDDA CYNON TAFF COUNTY**
BOROUGH COUNCIL was affixed in the presence of:

The **COMMON SEAL** of **CITY AND COUNTY OF**
SWANSEA COUNCIL was affixed in the presence of:

The **COMMON SEAL** of **TORFAEN COUNTY BOROUGH**
COUNCIL was affixed in the presence of:

The **COMMON SEAL** of **VALE OF GLAMORGAN**
COUNCIL was affixed in the presence of:

SCHEDULE 1

The WPC Strategic Objectives set out below are intrinsically linked to enabling the successful delivery of Local Authority Services through collaboration and will always be aligned to the resource priorities of its constituent members.

Objective 1

To obtain best value for money at all times and maximise efficiency savings for Members through the use of joint, collaborative contracts and framework agreements that enable access to :-

- Improved quality of goods, services and works at optimal cost
- Greater volume discounts through aggregating purchase volumes across the Consortium
- Process savings by reducing the number of procurement exercises and implementing appropriate e procurement solutions and processes

Objective 2

To ensure that a consistent and co-ordinated approach is taken to procurement and that areas for collaborative opportunity are identified and prioritised using all relevant sources of information

Objective 3

To ensure that procurement activity continuously reflects best practice, the requirements of public accountability, WPC sustainability priorities and Corporate Social Responsibility and Regeneration policies.

Objective 4

To promote a Supplier Development Policy which supports the National, Regional and Local economies within Wales as appropriate, encourages the SME Sector and supports an increase in the level of business activity with the Third Sector.

Objective 5

To facilitate the management of change to ensure that WPC achieves it's business objectives and delivers benefits to it's Members.

SCHEDULE 2
Roles & Responsibilities of Welsh Purchasing Consortium Members

This Schedule sets out the roles and responsibilities of the Members to Welsh Purchasing Consortium Contracts.

It adopts the view that disagreements can often be avoided by improving understanding particularly with regard to what the WPC is there to do, and what members can expect of each other. The following notes therefore describe, without being exhaustive, the expectations which consortium members might reasonably have of one another.

Lead Authority	Participating Authorities	Non Participating Authorities	Central Management Team (CMT)
Provide a centre of procurement expertise for the product or service category e.g. information on prices, markets, alternative solutions	Facilitate the further development of expertise by communicating operational intelligence and anticipating future changes in business need	Contribute to the further development of expertise by communicating operational intelligence, benchmarking, and sharing acquired knowledge.	Support the development of expertise by using the agreed reciprocal arrangement to enable specialisation. Support the Lead Authority where expertise is not immediately available with best practice information and other assistance as required.
Ensure that all relevant responsible purchasing considerations are embedded throughout the process	Support the Lead Authority by participating in the purchasing process in a professional and timely manner.	Acknowledge the legitimacy of purchasing activity outside your own organisation and help maintain healthy, competitive supplier relationships.	Provide Standard Operating Practice support and schedule such practice in accordance with the WPC Forward Contract Plan



WELSH PURCHASING
C O N S O R T I U M

Determine the appropriate procurement strategy, in consultation with the Project Teams, Category Group, Officers Group and CMT as required.	Assure procurement strategy in consultation with Lead Authority and CMT	Be clear that you are not participating, or formally reserve the right to participate.	Assist Lead Authority in determining the appropriate procurement strategy (Business Case) . Assist where necessary in market research and the facilitation of workshops or meetings for the development of specifications and tenders.
Ensure that any specialists have been approached for advice and input as required (e.g. Technical, Finance, Legal).	Ensure the Lead Authority is aware of any specialist requirements and/or resource you may have.	Be prepared to share knowledge and expertise, if appropriate.	Set up meetings with technical specialists as required. Set up and participate as required in User/ Stakeholder Groups for high profile /risk procurements and take the lead in ensuring proper communication.
Manage the production of the specification to ensure that it will attract effective competition, to challenge elements where appropriate to ensure that it reflects actual need, and that it is consistent with corporate standards.	Contribute to the production of the specification to ensure that it will attract effective competition, to challenge elements where appropriate to ensure that it reflects actual need, and that it is consistent with corporate standards.	Consider whether contribution to the specification will enable participation. Be prepared to share knowledge and expertise, if appropriate.	Support and if necessary drive the process needed to ensure that an appropriate technical specification is in place to ensure a tender will attract effective competition, to challenge elements where appropriate to ensure that it reflects actual need, and that it is consistent with corporate standards.



**WELSH PURCHASING
CONSORTIUM**

<p>Lead all aspects of the procurement process, including all communications with suppliers, ensuring that the correct procurement processes are followed</p>	<p>Support Lead Authority by participating in the purchasing process in a professional and timely manner.</p>	<p>Be prepared to share knowledge and expertise, if appropriate.</p>	<p>Provide Operational Communications support and schedule communications in accordance with the WPC Forward Contract Plan. Support the Lead Authority as required and monitor progress and deadlines for the achievement of efficiencies.</p>
<p>Organise and conduct any bid clarification required and undertake any appropriate post tender negotiations</p>	<p>Support the Lead Authority as necessary in any bid clarification required and any appropriate post tender negotiations.</p>	<p>Be clear that you are not participating.</p>	<p>Schedule activities in accordance with the WPC Forward Contract Plan.</p>
<p>Award the contract in accordance with the provisions of the WPC Constitution in order to ensure compliance and meet the requirements of public accountability. Arrange to report Contract Award to the appropriate WPC Forum.</p>	<p>Ensure that a decision to fully endorse and support the award decision.</p>	<p>Be clear that you are not participating.</p>	<p>Schedule activities in accordance with the WPC Contract Programme.</p>
<p>When the contract award recommendation has been approved implement the Mandatory Standstill Period where appropriate and then make the final commitment with the selected supplier(s)</p>	<p>Respect the Mandatory Standstill Period</p>	<p>Be clear that you are not participating.</p>	<p>Schedule standstill in accordance with the WPC Forward Contract Plan.</p>



Finalise the contract, which must be in writing	Co-sign the contract if required and make formal commitment	Be clear that you are not participating.	Schedule in accordance with the WPC Forward Plan.
Ensure there is a clear audit trail in order to meet the requirements of public accountability.	Ensure there is a clear audit trail in order to meet the requirements of public accountability.	Be prepared to share knowledge and expertise, if appropriate.	Ensure there is a clear audit trail in order to meet the requirements of public accountability.
De-brief suppliers on request and within agreed timescales	Assist with supplier de-brief in conjunction with lead authority if appropriate	Respect the supplier de-brief process and adopt lessons learned, if appropriate	Schedule in accordance with the WPC Forward Contract Plan
Undertake a procurement project review where appropriate	Contribute to procurement project review if required	Adopt lessons learned, if appropriate	Support procurement project reviews
Ensure efficiencies derived from WPC Arrangements are projected, monitored and recorded in accordance with adopted WPC procedures	Accept the WPC process for projecting, monitoring and recording efficiencies derived from WPC Arrangements	Accept WPC process for projecting, monitoring and recording efficiencies derived from WPC Arrangements	Maintain register of efficiencies achieved and communicate them to the appropriate WPC Forum(s) as required in accordance with WPC procedure.
Define and implement the agreed contract management protocol	Support the Lead Authority's implemented contract management protocol	Accept the Lead Authority's implemented contract management protocol	Support the Lead Authority in implementing the agreed contract management protocol



WELSH PURCHASING
CONSORTIUM

<p>Undertake all strategic post award contract related work on behalf of WPC members.</p>	<p>Work with and support the Lead Authority as required.</p>	<p>Note any notifications from the Lead Authority as appropriate.</p>	<p>Support the Lead Authority in all strategic post award contract related work</p>
<p>Lead negotiations with suppliers on general framework issues and monitor general contractual performance behalf of a participating Authority. Support participating Authorities as required in resolving specific contractual issues.</p>	<p>Advise the lead Authority as early as possible of any contractual matters specific to the participating Authority which will require to be resolved and where the support of the Lead Authority would be helpful.</p>	<p>Note the outcome(s) regarding the resolution of contractual disputes etc. for future reference.</p>	<p>Assist the Participating Authority in determining an appropriate strategy for dealing with and resolving contractual matters with suppliers as appropriate. Advise and assist the Lead Authority in negotiations with suppliers as required.</p>
<p>Following the award of the Contract/Framework and throughout the contract period update the WPC System and provide any xchangewales related information\detail as agreed by the WPC Officers Group.</p>	<p>Support the Lead Authority where necessary\appropriate</p>	<p>Accept and support where necessary</p>	<p>Support and assist the Lead Authority in ensuring that system updates are carried out in a timely manner</p>