

**WELSH PURCHASING CONSORTIUM**  
**MANAGEMENT BOARD**

**Minutes** of the meeting of the Welsh Purchasing Consortium Management Board held at Cardiff City Council Offices, Atlantic Wharf, Cardiff on Wednesday, 29 April 2015 at 11 a.m.

**PRESENT**

<b>Bridgend County Borough Council</b>	Mr.J.Ferris
<b>Caerphilly County Borough Council</b>	Mr.I.Evans
<b>Cardiff City Council</b>	Councillor G.Hinchey
	Mr.S.Robinson
	Mr.G.Henson
<b>Denbighshire/Flintshire County Councils</b>	Mr.G.A.Staples
<b>Merthyr Tydfil County Borough Council</b>	Mr.P.Davies
<b>Monmouthshire County Council</b>	Councillor P.Murphy
	Mr.S.James
<b>Neath Port Talbot County Borough Council</b>	Councillor D.W.Davies
<b>Powys County Council</b>	Councillor R.G.Brown
<b>Rhondda Cynon Taf County Borough Council</b>	Mr.P.J.Lucas (Secretary)
	Mr.S.Lock
<b>City and County of Swansea Council</b>	Councillor C.Lloyd
	Mr.A.Williams
<b>Torfaen County Borough Council</b>	Mr.A.Maisey
<b>WPC Procurement Manager</b>	Mr.R.Jones

**100 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor J.McIlwee and Mr.L.Williams (Blaenau Gwent County Borough Council), Councillor B.Jones and Mrs.E.Lucas (Caerphilly County Borough Council), Councillor J.Edmunds and Mr.P.Secton (Carmarthenshire County Council), Mr.S.Johnson (Ceredigion County Council), Councillor J.Thomson-Hill and Mr.J.Groves (Denbighshire County Council), Councillor G.Lewis (Merthyr Tydfil County Borough Council), Mr.S.Smith and Mr.R.Type (Neath Port Talbot County Borough Council), Mr.P.Ashley Jones (Pembrokeshire County Council), Councillor G.Banks (Powys County Council), Councillor M.Webber (Rhondda Cynon Taf County Borough Council), Councillor A.Hunt (Torfaen County Borough Council), Councillor N.Moore and Mr.T.Bowring (Vale of Glamorgan Council), Councillor H.Jones and Mr.R.Barnett (Wrexham County Borough Council).

**101 DECLARATIONS OF INTEREST**

No personal interests were declared in matters pertaining to the agenda.

## **102 MINUTES**

**RESOLVED** to approve as an accurate record, the minutes of the meeting of the Welsh Purchasing Consortium Management Board held on 24 September 2014.

## **103 WPC PROCUREMENT MANAGER'S PROGRESS REPORT**

The Board brought forward consideration of the report of the WPC Procurement Management to this point in the proceedings.

In his report, the WPC Procurement Manager provided the Board with progress reports in relation to:

### **(1) Forward Contract Plan**

The Procurement Manager outlined the WPC Forward Contract Plan as agreed at the WPC Officers' Group meeting held on 10 April 2015.

### **(2) Transfer of WPC Contracts to the NPS – Current Status**

The Procurement Manager reported that the Central Management Team would continue to lead on operational transfer issues of the WPC to ensure, as far as possible, that member authorities' interests were protected and the risk of non compliance minimised.

As the National Procurement Services (NPS) 5 Year Business Plan had not been published to date, Officers were relying on the detail included in the NPS Pipeline which was updated at NPS Delivery Group Meetings. The Local Government representatives on the Delivery Group continue to update the WPC Officers' Group.

The Procurement Manager informed the Board that he was meeting with the Deputy Director of the National Procurement Service next week to discuss transfer related issues and would report back to next meeting of the Officers' Group on the outcome.

### **(3) Proposed Working Arrangements**

Board Members were informed that following discussions at the WPC Officers' Group meeting on 10<sup>th</sup> April on the WPC Forward Work Programme to 31 March 2016, it had been decided that the duties of the Central Management Team should be expanded in light of the significantly reduced workload to include supporting member Authorities in procurement activities such as facilitating collaborative mini competitions.

A full proposal to take this matter forward would be considered at the next meeting of the WPC Officers' Group meeting.

#### **(4) Efficiency Calculations 2014/15**

The Procurement Manager reported that the CMT would shortly commence the WPC Efficiency Calculation exercise for 2014/15 and he pointed out that information required from member authorities over the coming in this regard was essential in identifying a reliable total figure for reporting back to the September 2015 meeting of the Board.

#### **(5) CMT Accommodation**

The Board Members were informed that following the decision of the WPC Officers' Group on 10 April 2015, to terminate the lease on the CMT Office accommodation, notice of termination had been served on the landlord with a view to terminating the lease on 31 October 2015. Member authorities would then provide basic meeting room facilities for the CMT to use for management/co-ordination purposes, up to 31 March 2016.

#### **(6) Associate Membership Fees 2015/16**

The Procurement Manager reported that Cardiff City Council had now issued invoices to associate members for payment of their 2015/16 membership fees and two of the associate members, i.e. Valleys to Coast and the Probation Service, had since decided not to renew their memberships for 2015/16.

### **104 REPORT OF THE SECRETARY**

The Secretary to the Consortium firstly outlined the reasons behind the cancellation of the meeting of the Board originally scheduled for February 2015, i.e. lack of business and confirmed that the cancellation of this meeting had been fully endorsed by the Chair and Vice-Chair of the Board at the time.

The Secretary then outlined his report highlighting the current situation regarding the migration of WPC contract arrangements to the NPS. With regard to non-transferring WPC arrangements, the Board noted that the Officers' Group was currently looking into the ongoing management of these arrangements post 31<sup>st</sup> March 2016 and the various options being considered were outlined.

The Board Members were informed that the WLGA had met with a small number of Heads of Procurement on 3 March 2015 regarding the potential for a WLGA led Welsh Local Government Procurement Group. Following on from this meeting, the WLGA had advised that it was planning to convene a National Local Government Procurement Network Event in June 2015, where the future role and requirements for collaborative procurement and options would be fully considered.

The Board Members felt strongly about the need to ensure that satisfactory arrangements were put in place in whatever form, to continue collaborative procurement arrangements and the ability to share good practice, post March

2016. In response, the Secretary stated that a further update on the situation would be provided to the Board at its meeting in September when matters might be clearer following the WLGA network event.

With regard to CMT working arrangements up to 31 March 2016, the Secretary informed the Board that in light of the reduced workload of the Team, the Officers' Group had agreed working arrangements to ensure that the CMT are fully utilised until 31 March 2016.

Following further discussion, it was **RESOLVED** to note and endorse:

- (1) The Migration Plans for existing WPC Contracts.
- (2) The Strategy for maintaining existing contracts.
- (3) The forthcoming WLGA Event considering options on the future of local government collaborative procurement.
- (4) The action of the Officers' Group to ensure that the CMT are fully utilised.

#### **105 REPORT OF THE TREASURER**

In his report, the Treasurer provided the Board with information on the provisional outturn position for 2014/15 and the proposed budget for 2015/16. The Treasurer added that since compiling the report, Wales Audit Office had advised that its fees would be reduced from the figure shown and also, the figure shown for Associate Members did not reflect the withdrawal of two associate members referred to earlier in the meeting (Minute No.103(6) refers).

Following consideration of the report, it was **RESOLVED** –

- (1) To note the provisional outturn position as at 29 April 2015.
- (2) To approve the budget for 2015/16.

#### **106 COMMODITY AND EXTENSION REPORTS OCTOBER 2014 - APRIL 2015**

The WPC Procurement Manager provided Members with a summary of Commodity and Extension Reports considered by the WPC Officers' Group during the period October 2014 – April 2015. There were no Price Variations to report for this period.

**RESOLVED** to note the information.

**107 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED** that the press and public be excluded for the next item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraphs 12 & 13 of Part 4 of Schedule 12A of the Local Government Act 1972 (as amended)".

(**Note:** At this point in the proceedings, the WPC Procurement Manager, Mr.R.Jones, left the meeting for the next item)

**108 ORAL UPDATE IN RESPECT OF THE TUPE TRANSFER OF THE WPC CENTRAL MANAGEMENT TEAM TO THE NATIONAL PROCUREMENT SERVICE, CONTAINING EXEMPT INFORMATION**

The Board received an oral update in respect of the above-mentioned matter from Mr.S.Robinson of Cardiff City Council, the employing authority of the Central Management Team staff members.

The Board was informed that the stance of Cardiff Council was that TUPE applies in this case and a formal letter setting out the facts of the matter had been sent to Welsh Government and to the Director of the NPS. An initial response had been received from the Director of NPS refuting this stance but a full official response from Welsh Government was still awaited.

Mr.Robinson stated that once received, the formal response from Welsh Government would be considered by Cardiff Council's H.R. and Legal Officers.

Following a discussion, it was **RESOLVED** to note the current position and to formally request both Welsh Government and Cardiff Council to deal with this matter as expeditiously as possible in the interests of the members of staff concerned.

(**Note:** The WPC Procurement Manager, Mr.R.Jones, was invited back into the meeting at this point in the proceedings).

**109 DATE AND VENUE OF NEXT WPC BOARD MEETING**

With regard to the date and venue for the next meeting, it was **RESOLVED** that the next meeting of the Board takes place in September 2015 (Venue: Cardiff) unless urgent business requires attention in the meantime.

**P.MURPHY  
CHAIRMAN**

The meeting terminated at 12.30 p.m.