

CABINET – 7TH JULY 2022

Report of the Scrutiny Commission

ITEM 9 AMENDMENTS TO THE ANNUAL PROCUREMENT PLAN

Purpose of Report

To consider the comments and recommendations of the Scrutiny Commission in relation to the Amendments to the Annual Procurement Plan.

Recommendation of the Scrutiny Commission

That the Cabinet be informed that the Commission welcomes and supports the recommendations set out in the report of the Strategic Director for Commercial Development, Assets and Leisure.

Reason

The Commission, having carefully considered and asked questions on the report felt the Cabinet should approve the recommendations set out.

Meeting Discussion

- i. It was highlighted that the proposed changes to the current Annual Procurement Plan update process were necessary as updates added little value to the execution of the procurement. The proposed changes would eliminate an additional step that was not required. There were a number of processes in place which would allow the monitoring of contracts, such as regular budget monitoring and bi-weekly officer meetings which would continue to ensure contracts were managed effectively.
- ii. The contract concerning audio visual equipment installation at the Town Hall would be a shared contract between the Democratic Service team and Loughborough Town Hall. The execution of this contract would allow both parties to utilise equipment installed and would mean that the Council would no longer need to pay for external audio visual support on a meeting-by-meeting basis. It was anticipated that the Council would have recuperated the cost of the contract over approximately one to two years, depending on the usage of the equipment by the Town Hall.
- iii. A briefing note containing further detail on the audio visual equipment installation at the Town Hall was offered to members.
- iv. The Council intended to begin exploratory work on a potential new office site in the coming months. If the site was considered appropriate for development, completion of the project would take three to five years as a minimum. Therefore it was not justifiable to wait for the Council to build a new space for meetings to be held with audio visual equipment installed. Therefore it was

considered to be most appropriate to undertake the contact to identify a contractor to fulfil the current needs of the Council in providing audio visual support for meetings and events at Loughborough Town Hall.

- v. It was highlighted that the contract concerning audio visual equipment installation at the Town Hall would be utilised by two teams within the Council and so the benefits of the contract procurement would be doubled.
- vi. In relation to the audio visual equipment, once a procurement exercise had been completed, the Council was not obliged to continue with the current supplier as they had been booked on a meeting-by-meeting basis.

Policy Justification and Previous Decisions

Scrutiny Commission Procedure Rule 11.12 sets out the procedure by which a report of a Scrutiny Committee should be considered by Cabinet.

Implementation Timetable including Future Decisions and Scrutiny

The information on this in the Cabinet report is not affected by the recommendation of the Scrutiny Commission.

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no further financial implications associated with the recommendation of the Scrutiny Commission.

Risk Management

There are no specific risks associated with the recommendations of the Scrutiny Commission.

Key Decision:	Yes
Background Paper:	Scrutiny Commission Minute 21 2022/23, 5th July 2022
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