

**Manchester City Council
Report for Resolution**

Report to: Resources and Governance Scrutiny Committee – 25 May 2021

Subject: Ethical Procurement and Contract Management Subgroup
Terms of Reference

Report of: Governance and Scrutiny Support Unit

Summary:

This report provides the Committee with the current terms of reference for the Ethical Procurement and Contract Management Subgroup which the Committee is asked to agree.

Recommendations:

The Committee is asked to re-establish the Ethical Procurement and Contract Management Sub Group for the Municipal Year 2020/21 and in doing so is invited to:-

1. Agree that the Chair of Resources and Governance Scrutiny Committee chairs the Ethical Procurement and Contract Management Subgroup.
 2. Determine and agree the membership of the Subgroup and proposed dates of meetings.
 3. Agree (or amend) the terms of reference as set out in the report.
 4. Agree (or amend) the work programme as set out in the report.
-

Contact Officer:

Name: Mike Williamson
Position: Governance and Scrutiny Support Manager
Telephone: 0161 234 3071
Email: michael.williamson@manchester.gov.uk

Background documents (available for public inspection):

None

1.0 Introduction

1.1 At its meeting on 20 July 2017 the Resources and Governance Scrutiny Committee agreed to establish an Ethical Procurement Subgroup. Membership of the Subgroup was to be formed from Members of the Resources and Governance Scrutiny Committee, Members of the Council's Audit Committee and the Chairs of the other five Scrutiny Committees.

1.2 The Committee also agreed the Terms of Reference at the same meeting. The key activities agreed by the Subgroup were:

- To monitor the Governance of the Social Value Fund;
- To monitor large contracts that the Council has entered or is about to enter into to ensure Social Value is contained within these;
- To review how the Council's Health Partners incorporate Social Value within their contracts; and
- To review communication and promotion of the Policy.

1.3 As agreed when established in July 2017, the Subgroup will be ongoing until a time it is felt that it is no longer required. At its meeting in February 2019, the Sub Group felt that there was still merit in continuing to meet in the next Municipal Year (2019/20), but felt that the Subgroup should increase its number of meetings from three to four and also include within its terms of reference the objective of monitoring the management of contracts that the Council has entered, or is about to enter into.

1.4 The membership of the Sub Group for the 2019/20 Municipal Year was:-

Councillor Russell (Chair)
Councillor Ahmed Ali
Councillor Clay
Councillor Farrell (Chair of Health Scrutiny)
Councillor Hacking (Chair of Communities and Equalities Scrutiny)
Councillor Igbon (Chair of Neighbourhood and Environment Scrutiny)
Councillor Lanchbury
Councillor H Priest (Chair of Economy Scrutiny)
Councillor Reid
Councillor Shilton-Godwin
Councillor Stone (Chair of Children and Young People Scrutiny)
Councillor Watson
Councillor Wheeler

1.5 Due to the COVID-19 pandemic, the Sub Group was not re-established during the 2020/21 municipal year.

2.0 Recommendations

2.1 The recommendations are set out on the front of this report.

Title	Ethical Procurement and Contract Management Subgroup
Membership 2021/2022	Councillor Russell (Chair) To be confirmed
Lead Executive Members	Executive Member for Finance and Human Resources
Strategic Directors	Deputy Chief Executive and City Treasurer
Lead Officers	Head of Corporate Procurement Procurement Manager (Level 2) Group Manager - Procurement Work and Skills Project Manager
Contact officer	Scrutiny Team Leader
Objectives	<ol style="list-style-type: none"> 1. To monitor contracts that the Council has entered, or is about to enter into, to ensure Social Value is contained within these and any other contracts the Group deem appropriate; 2. To monitor KPI's, outcomes and deliverability of projects; 3. To monitor the governance of the Social Value Fund; 4. To review how the Council's Health Partners incorporate Social Value within their contracts; 5. To monitor the management of contracts that the Council has entered, or is about to enter into; and 6. To review the communication and promotion of the Ethical Procurement Policy amongst Council partners.
Key Lines of Enquiry	<ol style="list-style-type: none"> 1. To consider the proportion of procurement contracts possibly awarded to businesses that were not based in Manchester or Greater Manchester; 2. To consider the evaluation of the Ethical Procurement Policy's use in the tender processes and the extent to which its principles were being considered and whether the principles and objectives of the Policy are being rolled out across the authorities of the Greater Manchester Combined Authority; 3. To consider what promotion of the Social Value Toolkit is taking place and the wider understanding of the opportunities presented by ethical procurement across all directorates and services in the City Council;

	<p>4. To consider whether a consistent approach to Social Value evaluation across Greater Manchester is being achieved; and</p> <p>5. To consider an evaluation of prompt payments by main contractors to enable contract monitoring through key performance indicators during the contract period.</p> <p>6. To consider how the Council applies and monitor Social Value through the NWCH and Capital Contracts</p>
Operation	This Sub Group will report its findings to the Resources and Governance Scrutiny Committee by submitting minutes to the Committee. The Committee will be asked to endorse any recommendations from the Sub Group.
Access to Information	<p>Meetings of the Sub Group will be open to members of the media and public except where information that is confidential or exempt from publication is being considered.</p> <p>Papers for the Sub Group will be made available to members of the media and public on the Council's website and Library Walk within the Town Hall Extension except where information which is confidential or exempt from publication is being considered.</p>
Schedule of Meetings	To hold 4 meetings in the 2021/22 Municipal Year.
Commissioned	July 2017

**Resources and Governance Scrutiny Committee – Ethical Procurement and Contract Management Subgroup
Work Programme – May 2021**

Meeting 1 – Date to be confirmed				
Deadline for reports: To be confirmed				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
Work Programme	To review and approve the current work programme.	-	Mike Williamson	Work Programme

Meeting 2 – Date to be confirmed				
Deadline for reports: To be confirmed				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
Work Programme	To review and approve the current work programme.	-	Mike Williamson	

Meeting 3 – Date to be confirmed
Deadline for reports: To be confirmed

Item	Purpose	Lead Executive Member	Lead Officer	Comments
Work Programme	To review and approve the current work programme.	-	Mike Williamson	

Meeting 4 – Date to be confirmed
Deadline for reports: To be confirmed

Item	Purpose	Lead Executive Member	Lead Officer	Comments
Work Programme	To review and approve the current work programme.	-	Mike Williamson	