

**ACCEPTANCE OF THE DELEGATION OF THE VALE OF  
GLAMORGAN COUNCIL PROCUREMENT FUNCTION**

**FINANCE, PERFORMANCE AND MODERNISATION  
(COUNCILLOR CHRIS WEAVER)**

**AGENDA ITEM: 8**

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**Reason for this Report**

1. To authorise acceptance of an Executive Delegation from Vale of Glamorgan Council to deliver their Procurement Function.

**Background**

2. In October 2022, the Council were approached by Vale of Glamorgan Council (VoGC) to ascertain whether the Council would be interested in submitting a proposal to take on the management and delivery of their Procurement Functions.
3. The Council submitted a proposal to VoGC under which the Procurement Functions would be delegated to the Council. This proposal was accepted in principle by VoGC subject to proceeding through their decision-making arrangements. The proposal is scheduled to be considered by VoGC Cabinet in February 2023 in accordance with their Constitution.

**Issues**

4. Over recent years the Council has been able to continue to invest in its Commissioning and Procurement Team through the generation of external revenue via Atebion Solutions Ltd, the delivery of major collaborative procurement arrangements for the Welsh public sector and the recent delegation of the procurement functions from Monmouthshire County Council.
5. As a result, it has developed an award-winning team which is highly respected across the public sector, particularly in Wales. In addition, the Operational Manager responsible for the Commissioning and Procurement Team is the Chair of the WLGA National Procurement Network and Chair of the National Social Value Taskforce for Wales.

6. Through the delivery of these externally funded activities, the team have become adept at delivering services to other public sector organisations, whilst balancing the needs and priorities of the Council.
7. The proposal submitted to and approved by VoGC proposes the delivery of the delegated function through a combination of existing Council officers, the creation of one new procurement officer post and the secondment of one procurement officer from VoGC. The proposal is for a minimum of three years with an annual review and will be governed by a Delegation Agreement which is being developed jointly by the Council's and VoGC legal teams.
8. It should be noted that with the acceptance of the delegation comes certain benefits and responsibilities. However, the Delegation Agreement will ensure that accountability, risks and liabilities sit appropriately with VoGC.
9. Through the proposal, VoGC will fund all of the costs the Council incurs in delivering the delegated function, including:
  - A proportion of existing Council officer time
  - The one new procurement officer post,
  - The one seconded Procurement Officer from VoGC, and
  - An overhead charge to cover administrative costs
10. Through the proposal the Council will carry out on behalf of VoGC the following:
  - Leadership and Management of their Procurement Function
  - Technical capability, expertise and category specific knowledge to support delivery of their contract pipeline
  - Support on the development and delivery of procurement strategy and policy
11. This delegation arrangement will provide the Council with:
  - An agreed annual net revenue stream to reimburse all costs incurred
  - Allow the retention of the existing team and continued investment and development of the service through the recruitment of new team members
  - An opportunity to learn and share good practice

### **Reason for Recommendations**

12. In accordance with the Council's constitution, full Council approval is required to allow the Council to accept the Executive Delegation of the Procurement Functions from Vale of Glamorgan Council.

### **Financial Implications**

13. Whilst there are no direct financial implications of this report to the Council, the decision-maker must be satisfied that the additional resource referenced in the report is sufficient to ensure that the agreed service can be delivered to Vale of Glamorgan Council (VoGC) without detrimental

impact on the service offered to Cardiff Council, as a result of taking on the additional work. The decision-maker must also be satisfied that all relevant risks and liabilities sit appropriately with VoGC in order to minimise any financial exposure to Cardiff Council both during, and beyond, the period of the contract as a result of the service provided.

### Legal Implications

14. The recommendation can be achieved within legal constraints. Legislation enabling one local authority to delegate the discharge of a function to another authority. A delegation agreement will be prepared, which will set out the detail of how the arrangements will operate, including, amongst other things, provision for; secondment of staff, reimbursement of costs incurred by Cardiff Council in carrying out the delegation and termination of the arrangement. The delegation does not prevent Vale of Glamorgan Council from exercising the delegated functions itself.

### General legal advice

#### Equalities & Welsh Language

15. In considering this matter the decision maker must have regard to the Council's duties under the Equality Act 2010 (including specific Welsh public sector duties). Pursuant to these legal duties Councils must, in making decisions, have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. Protected characteristics are: (a) Age, (b) Gender reassignment, (c) Sex, (d) Race – including ethnic or national origin, colour or nationality, (e) Disability, (f) Pregnancy and maternity, (g) Marriage and civil partnership, (h) Sexual orientation, (i) Religion or belief – including lack of belief.
16. The decision maker should be mindful of the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards.

#### The Well-being of Future Generations (Wales) Act 2015

17. The Well-Being of Future Generations (Wales) Act 2015 ('the Act') places a 'well-being duty' on public bodies aimed at achieving 7 national well-being goals for Wales - a Wales that is prosperous, resilient, healthier, more equal, has cohesive communities, a vibrant culture and thriving Welsh language, and is globally responsible. In discharging its duties under the Act, the Council has set and published well being objectives designed to maximise its contribution to achieving the national well being goals. The well being objectives are set out in Cardiff's Corporate Plan 2022-2025.
18. When exercising its functions, the Council is required to take all reasonable steps to meet its well being objectives. This means that the decision makers should consider how the proposed decision will contribute towards meeting the well being objectives and must be

satisfied that all reasonable steps have been taken to meet those objectives. The well being duty also requires the Council to act in accordance with a 'sustainable development principle'. This principle requires the Council to act in a way which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs. Put simply, this means that Council decision makers must take account of the impact of their decisions on people living their lives in Wales in the future. In doing so, the Council must:

- Look to the long term
- Focus on prevention by understanding the root causes of problems
- Deliver an integrated approach to achieving the 7 national well-being goals
- Work in collaboration with others to find shared sustainable solutions
- Involve people from all sections of the community in the decisions which affect them

19. The decision maker must be satisfied that the proposed decision accords with the principles above; and due regard must be given to the Statutory Guidance issued by the Welsh Ministers, which is accessible on line using the link below: <http://gov.wales/topics/people-and-communities/people/future-generations-act/statutory-guidance/?lang=en>

#### **Policy and Budget Framework**

20. The decision maker must be satisfied that the proposal is within the Policy and Budget Framework, if it is not then the matter must be referred to Council.

#### **HR Implications**

21. The proposal requires the recruitment of one new post which will take place under the Council's corporately agreed processes. There will also be the secondment of one employee from Vale of Glamorgan Council for which a formal agreement will be put in place to ensure that the employment relationship and liabilities remain between the employee and Vale of Glamorgan Council.
22. The trade unions in Cardiff have been consulted on the recommendations set out in this report. Likewise, Vale of Glamorgan Council have undertaken trade union consultation.

#### **Property Implications**

23. There are no specific property implications in respect of the VOGC Procurement Delegation<sup>3</sup> Report. Where there are any property transactions or valuations required to deliver any proposals, they should be done so in accordance with the Council's Asset Management process and in consultation with relevant service areas.

## RECOMMENDATIONS

Cabinet is recommended to recommend that Council

1. Accept an Executive Delegation from Vale of Glamorgan Council to carry out their Procurement Functions, subject to the satisfactory conclusion of the Delegation Agreement referred to in 2 below.
2. Delegate authority to the Corporate Director Resources in consultation with the Cabinet Member for Finance, Performance and Modernisation to conclude a Delegation Agreement in a form to the satisfaction of the Council and complete all arrangements to carry out the delegated procurement functions.
3. Subject to the conclusion of the proposed Delegation agreement in 2 above, agree that the day-to-day responsibility for carrying out the delegated procurement functions is to sit with the Operational Manager, Commissioning and Procurement.

<b>SENIOR RESPONSIBLE OFFICER</b>	<b>Chris Lee</b> Corporate Director Resources
	17 March 2023