



Procurement Project Group Meeting
Date Thursday 16th July 2009
Time 14.00 – 16.00
Room 2.26, Caxton House, Tothill Street, London, SW1H 9NA

Attendance:

Tunde Banjoko (Chair) (TB)	LEAP
Anthony Heath (AH)	Oxford University
Robert Allen	CBI
Lee Tribe (LT)	DWP Director of Commercial Strategy & Development
Darren Woolfenden (DW)	DWP LMID
Hayley Addison (HA)	DWP Commercial Strategy & Development
Martin Betts (MB)	DWP LMID
Alison Pritchard (AP)	GEO

Apologies:

Wilf Sullivan	TUC
Tanzeem Ahmed	Olmec

Item 1: Welcome and apologies

- TB welcomed members and thanked Alison Pritchard for agreeing to come and talk to the group about GEOs work in this area
- TB also re-iterate that the main purpose of the meeting was to be ready for the presentation of the report to the Ethnic Minority Employment Task Force on 20th July 2009

Item 2: Minutes of the last meeting

- DW went through the action points from the previous meeting:

	Action Point	Responsibility	Status
1	CS to share toolkit, matrix and KPIs with the group	Clive Saunders	Cleared
2	LT to share DWP Commercial Strategy with the group	Lee Tribe	Cleared, link distributed
3	AH and TB to do case study of TfL contracts	Anthony Heath & Tunde Banjoko	Cleared, is covered in the report

4	All members to send questions on TfL contracts to LF and CW by Friday 3rd April for collation	All Members	Cleared
5	All members to look at Buying Smarter recommendations and send comments to LF by Mon 6 th April for collation	All Members	Cleared

Item 3: Consultation on equality and procurement – detailed requirements under the new Equality Duty, and the so called “specific duties”

- Alison Pritchard gave a presentation on the work GEO are leading on in this area
- The ensuing question and answer session was largely about how this work related to the proposals in the groups report, with the main differences being about timings
- GEO were particularly keen to explore and ensure synergy so that there was a coherent cross Government approach, but without limiting the potential for any Department already doing good work in this area
- There was also a discussion about what was meant by “relevant and proportionate”
- Members found the presentation useful in setting out wider Government work on this area and this led naturally onto the next agenda item, where the detail of what GEO had shared could be picked up when looking at the recommendations the groups report was making to Task Force
- It was clear, however, that there were areas in which there could be potential tensions for Task Force to consider and decide upon

Item 4: Discussion - Ethnic Minority Employment Task Force presentation

- TB ran through his proposed presentation, taking questions and comments
- Members were supportive, although there were a few final amendments to make, mostly of a technical nature
- It was also agreed that another recommendation was needed to link to OGCs work on pulling together the various strands of what Government wanted to achieve via procurement. HA agreed to draft this and let DWP have to include in the presentation for the Task Force

AP1: TB and DW to work together to agree final presentation so that it can be included in submission to MoS by close of play 17th July

AP2: HA to draft a recommendation to incorporate into the report work OGC are leading on re pulling together the various strands of what Government wants to achieve via procurement

Item 5: AOB

- AH raised the point about ethnic minority employment in the Civil Service and publishing the data, with both AP and DW feeling that this was already published but that as each Department had its own grade structure this aspect was not covered as would be difficult to achieve

- DWP agreed to explore what is available and circulate to member

AP3: DW to explore what data is published on ethnic minority employment in the Civil Service and circulate

- Members also discussed whether there was a need for the group to continue after they had made their report to Task Force, with the consensus amongst members being that there was still valuable work to do in this area
- However, it was also felt that the group would first need to bring in new members in order to do justice to the potential work that could be done

AP4: TB to feed this view into EMAG and DW to take into account re forward work of EMAG

	Action Point	Responsibility	Status
1	<i>TB and DW to work together to agree final presentation so that it can be included in submission to MoS by close of play 17th July</i>	Tunde Banjoko and Darren Woolfenden	Cleared, presentation made 20 th July 2009
2	HA to draft a recommendation to incorporate into the report work OGC are leading on re pulling together the various strands of what Government wants to achieve via procurement	Hayley Addison	Cleared received 17 th July 2009 and incorporated into presentation
3	DW to explore what data is published on ethnic minority employment in the Civil Service and circulate	Darren Woolfenden	Cleared, distributed 17 th July 2009
4	TB to feed this view into EMAG and DW to take into account re forward work of EMAG	Tunde Banjoko and Darren Woolfenden	