



Procurement Project Group Meeting
Date Wednesday 25 March 2009
Time 11.00 – 13.00
Room 219, Caxton House, Tothill Street, London, SW1H 9NA

Attendance:

Tunde Banjoko (Chair) (TB)	LEAP
Tanzeem Ahmed (TA)	Olmec
Anthony Heath (AH)	Oxford University
Lee Tribe (LT)	DWP Director of Commercial Strategy & Development
Susanna Kalitowski (SK)	EHRC
Clive Saunders (CS)	Transport for London
Darren Woolfenden (DW)	DWP AICD
Christine Wright (CW)	DWP AICD
Lorna Fraser (LF)	DWP AICD
Jessica Hodgson (JH)	DWP AICD

Apologies:

Lucy Williams	DWP Commissioning Strategy
Robert Allen	CBI
Jeremy Crook	BTEG
Nigel Hall	DWP
Arun Batra	LDA

Item 1: Welcome and apologies

- TB welcomed members and thanked Clive Saunders for attending at such short notice

Item 2: Minutes of the last meeting

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

	Action Point	Responsibility	Status
1	LF to investigate what time period the data on CEP BME SMEs refers to.	LF	Cleared. The data referred to June 2008
2	PS to investigate what data is available on the diversity of DWP's suppliers.	PS	Cleared. Peter Shields confirmed that this data is not available.
3	LF to go back to BERR to see	LF	Cleared. BERR provided

	what they can provide.		updated data on the number of MEG-led SMEs per region, but could not provide this data for training providers as sample sizes were too small.
4	LF to send questions to OGC and circulate answers when provided.	LF	Cleared. Answers circulated with agenda.
5	LF to try and get hold of legal advice on FND targets and circulate if possible.	LF	Cleared. Summary circulated with agenda.
6	LF to find out more about how FND will be reporting outcomes	LF	Cleared. Information circulated with agenda.
7	LF to put AH and TB in touch with DWP Commercial Directorate.	LF	In progress – staff changes have hampered progress.
8	AH and TB to conduct a case study of the FND procurement process.	AH & TB	In progress.
9	RA to get in touch with providers and pass contacts to TB to discuss their experiences of the process.	RA & TB	RA has confirmed that he will speak to FND bidders to get their opinions on the bidding process.

Item 3: Presentation

- Clive Saunders gave a presentation on Transport for London's procurement procedures
- In the ensuing question and answer session AH asked whether there were specimen questions the group could look at.

AP1: CS to share toolkit, matrix and KPIs with the group

- TA asked about the assessment criteria. CS explained that all bidders are required to produce an action plan and submit it to TfL for interim review. TfL then gives feedback and identifies shortcomings. The bidder then submits a final plan which is assessed on a pass/fail basis.
- AH asked if CS thought that there should be an equality and diversity manager in every procurement team. CS confirmed that there was a need for leadership buy-in and resource to drive the issue.

Item 4: Discussion of TfL session

- During the ensuing discussion it was agreed that the TfL model seemed more proactive than what government does.
- LT explained that the legal case would need to be clear for OGC to endorse its use across government.
- LT confirmed that equality and diversity are included in DWP's Commercial Strategy.

AP2: LT to share DWP Commercial Strategy with the group

Item 5: Finalising project and allocating roles

- TB informed the group that the project must be delivered by the end of May if it is to feed into the Task Force meeting on procurement. That timing will also allow LT to consider feeding the recommendations into the Flexible New Deal contracts.
- After discussion it was agreed to use the TfL contracts as the model for the case study.
- TB asked the group how they felt about also looking at how the recommendations made by the Buying Smarter report have been implemented by government. It was agreed that members will look at the Buying Smarter report.

AP3: AH and TB to do case study of TfL contracts

AP4: All members to send questions on TfL contracts to LF and CW by Friday 3rd April for collation

AP5: All members to look at Buying Smarter recommendations and send comments to LF by Mon 6th April for collation

	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	
3	AH and TB to do case study of TfL contracts	Anthony Heath & Tunde Banjoko	
4	All members to send questions on TfL contracts to LF and CW by Friday 3 rd April for collation	All Members	
5	All members to look at Buying Smarter recommendations and send comments to LF by Mon 6 th April for collation	All Members	