

## REVIEW OF THE CONTRACTS AND PROPERTY ESTABLISHMENT

**EXECUTIVE MEMBER:** Councillor Giel  
**LEAD OFFICER:** Hilary Mitchell, Head of Policy & Performance  
**REPORT AUTHOR:** Steve Smith, Interim Head of Development  
(Operations, Strategy).

### **Summary :**

The report details proposed amendments to the establishment, following a service review of the Development Department.

### **Recommendation:**

The Personnel Panel is asked to approve the following changes to the Contracts and Property establishment, to improve efficiency and effectiveness in Procurement:-

- The addition of a Procurement Officer post Scale 4 points 18 - 21

## **1. INTRODUCTION**

- 1.1 The existing approved structure of the Development Directorate is shown at Appendix A. Members are asked to note that the Personnel Panel approval 07 08 2007 of minor restructuring had not been taken into account. These are included.
- 1.2 Personnel Panel, on 20 December 2007, approved a review of the Economic Prosperity and Sustainability department. This included the transfer of the Contracts and Properties team, from the Finance and Business Development department, to allow the better integration of asset and property management with the strategic development objectives of the Council. It created the management capacity to develop and deal with a range of property related matters and provided additional support to regeneration where projects were being delivered.
- 1.4 At present the team also provides the Council Procurement function addressed through the Manager, alongside Contracts and Property duties. A number of procurement initiatives are taking place and it is considered that further resources are required to support delivery of these.

## **2. ARGUMENT**

- 2.1 In 2006 a temporary post of Procurement Officer was established for a 12 month period. There was considerable difficulty in filling this post although this was achieved on the second round of advertisements and interviews. The post holder left the Council employment after 8 months. It was not possible to usefully obtain temporary staff for the remaining period. As a result the Job profile has been reviewed to better attract applicants.

- 2.2 The Council has joined the Efficient Procurement in Cumbria shared service initiative with the other 5 Districts and the County Council (Eden now having joined), and there is a need for resources to gather information and develop opportunities in order to introduce savings and make efficiencies. The lack of resources in this area has made it difficult to respond to progress in Procurement, particularly related to other Cumbria group authorities.
- 2.3 The Council has also joined the IDeA Marketplace, a Procurement Portal which will offer a wide range of competitive products and services, and provides the opportunity for small, medium enterprises to join and potentially expand operations. The introduction of the Portal is wide ranging and will change the entire culture of procurement within the Council requiring training, making it easier to procure goods and services and also enabling control over the range of goods available, and for much better records to be made available enabling supplier analysis to achieve further benefits.
- 2.4 The IDeA Marketplace will be introduced into one service area over a three to four month period and the will be rolled out over the whole Council over the following 9 12 months. The provision of this post will contribute strongly to enabling this process to be a success.

### 3. CONCLUSION

- 3.1 The Personnel Panel, having responsibility for employee resource planning, is asked to note that the decisions of Executive and the Council with regard to the budget, have enabled the provision of this post which will provide further Procurement capability directed towards enabling savings and efficiencies.

### FINANCIAL AND HUMAN RESOURCES IMPLICATIONS (INCLUDING SOURCES OF FINANCE)

**s.151 Officer's Comments:** The budget as approved by members was calculated on the basis of a bid for £18,430 plus NIM& Pension contributions for a Procurement Officer and hence there is ongoing budget provision for this post from 2008/09 onwards.

### IMPACT ON CORPORATE PLAN

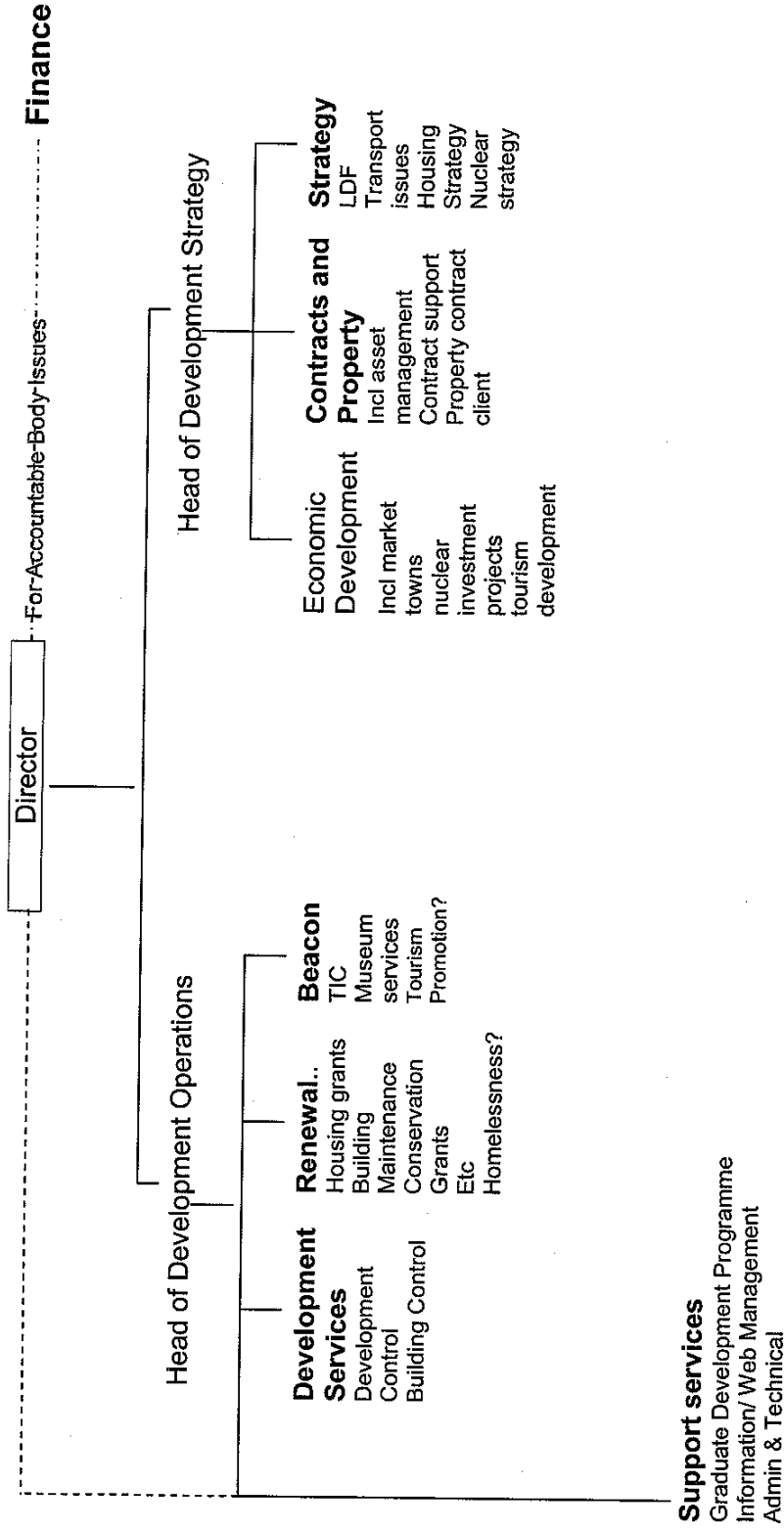
The proposed changes to the establishment will contribute to:-

- 2.7.6 Deliver improvements in procurement process bringing about savings in costs and efficiencies. .
- 2.5.3 Enable detailed interrogation of the Council spend patterns further enhancing potential for savings and efficiencies on an ongoing basis..

**APPENDIX A** Existing approved structure – Development Directorate/Contracts and property

**APPENDIX B** Job Profile Procurement officer.

**Out to Consultation with:** Cllr Giel, Corporate Team, Human Resources Manager



 Copeland Borough Council  <b>JOB PROFILE</b>	Job Title	Procurement Officer
	Job Family	Technical Officer
	Salary Grade	Scale 4
	Directorate	Development
	Service Unit	Development
	Department	Contracts and Property
	Ref No	000* Service Unit Initials
	Date	15 04 2008.

\* Personnel to insert number

### 1. MAIN PURPOSE

*A short, usually only one sentence, overall summary of what the jobholder does to meet business objectives ( Arial 12 standard type throughout document apart from headings)*

### 2. POSITION IN ORGANISATION

**Responsible to:** Contracts and property Manager

**Employees responsible for:** None

**Context:** See attached

**3. EMPLOYMENT BASE** The Copeland Centre, Catherine Street, Whitehaven

### 4. SUMMARY OF MAIN DUTIES AND RESPONSIBILITIES

1. To actively contribute in the identification and introduction of new systems and techniques to improve the way that the Council works and to generate efficiencies.
2. To support the Contracts and Property Manager in the implementation of the IDeA marketplace portal in conjunction with the Finance Service Unit, acting within an implementation team, supporting training, acting a system administrator.
3. Assisting with the implementation of the Procurement Strategy.
4. Involve both County wide and regionally in government procurement initiatives, principally through the Efficient Procurement in Cumbria initiative.
5. To assist the Contracts and Property manager in the development and establishment of procurement procedures on a Council wide basis.
6. Promote good practice and discipline in procurement matters.

7 Carry out other duties as specified by the Business Development Manager .

## 5. CONTACTS

Internal: Staff, Client departments at all levels, councillors

External: Public and government organisations, members of the public, suppliers, consultants, partners, commercial organisations.

## 6. SPECIAL FEATURES

The post is for a fixed period

## 7. PERSON SPECIFICATION

Criteria	Essential**	Desirable
<b>Education and Qualifications</b>	<i>4 GCE including mathematics ; grade C or above</i>	<i>Recognised procurement qualification by examination</i>
<b>Knowledge and experience</b>	<i>Previous experience of procurement. Local government experience</i>	<i>Experience or involvement in government procurement initiatives</i>
<b>Job related skills</b>	<i>Understanding of cost/value in competition</i>	<i>Some corporate procurement</i>

\*\* the requirements stated as essential should form the basis for the Shortlisting exercise

### Personal competencies

Competency	Performance Criteria
<b>1. Health and Safety</b>  <b>Core competence</b>	<ul style="list-style-type: none"> <li>• Operates within the with the Council's health and safety policies</li> <li>• Ensures team adheres to safe working practices</li> <li>• Takes care of own health and safety and that of others</li> <li>• Challenges unsafe practices or behaviours</li> </ul>
<b>2. Equality and Diversity</b>  <b>Core competence</b>	<ul style="list-style-type: none"> <li>• Is aware of and ensures the team acts in accordance with the Council's equal opportunities and diversity policies.</li> <li>• Avoids language, actions and behaviours which may be considered discriminatory or cause offence or discomfort</li> <li>• Challenges discriminatory practices or behaviours</li> <li>• Respects diversity by listening to and being positive about alternative contributions</li> </ul>
<b>3. Leadership and People Management</b>	<ul style="list-style-type: none"> <li>• Clearly identifies what is required of others</li> <li>• Leads and motivates team to meet goals</li> <li>• Establishes rapport and open working relationships with team</li> </ul>

	<p>members</p> <ul style="list-style-type: none"> <li>• Acts as a role model for other team members</li> <li>• Maintains standards</li> </ul>
<b>4. Team Building</b>	<ul style="list-style-type: none"> <li>• Gains co-operation, trust and support from the team</li> <li>• Clearly identifies what is required of others</li> <li>• Recognises when help is needed and supports others</li> <li>• Invites others to contribute to planning and organising work</li> <li>• Creates enthusiasm and commitment to team goals</li> <li>• Develops employees to their full potential</li> <li>• Gives constructive feedback</li> </ul>
<b>5. Communication</b>	<ul style="list-style-type: none"> <li>• Communicates clearly and with confidence</li> <li>• Listens actively, asks questions, clarifies points and checks understanding</li> <li>• Presents information in a way that promotes understanding</li> <li>• Briefs team members regularly</li> <li>• Observes confidentiality</li> </ul>
<b>6. Delivering Results</b>	<ul style="list-style-type: none"> <li>• Organises own and team workload to meet deadlines and objectives</li> <li>• Uses a structured, logical and planful approach</li> <li>• Knows and applies relevant rules and legislation</li> <li>• Delivers results to cost, time and quality</li> <li>• Monitors and evaluates team results</li> </ul>
<b>7. Customer focus</b>	<ul style="list-style-type: none"> <li>• Is aware of and promotes Copeland's Customer Care policy</li> <li>• Understands the needs and builds effective relationships with internal and external customers</li> <li>• Promotes a professional image of self, team, department and Council, demonstrating an impartial approach</li> <li>• Focuses on meeting customer expectations</li> </ul>
<b>8. Self management and development</b>	<ul style="list-style-type: none"> <li>• Keeps relevant knowledge and expertise up to date</li> <li>• Is not afraid to admit to mistakes or lack of knowledge</li> <li>• Has a positive and resilient approach</li> <li>• Is conscientious and committed to see tasks through</li> <li>• Does not give up despite setbacks</li> <li>• Contributes to Council projects/issues not necessarily within his/her area of control</li> <li>• Pays attention to self development</li> <li>• Welcomes and acts on personal feedback</li> </ul>
<b>9. Decision making</b>	<ul style="list-style-type: none"> <li>• Takes a leading role in initiating action and making decisions</li> <li>• Accepts responsibility for decisions made</li> <li>• Takes decisions which are realistic for the situation</li> </ul>
<b>11. Behaving ethically</b>	<ul style="list-style-type: none"> <li>• Complies with legislation, industry regulation, professional and organisational codes of practice</li> <li>• Shows integrity and fairness in the decision making process</li> <li>• Is open, yet diplomatic, with others</li> <li>• Remains objective and fair even when personal issues are at risk</li> </ul>
<b>12. Impact and Influence</b>	<ul style="list-style-type: none"> <li>• Presents themselves positively to others</li> <li>• Uses a variety of means to influence others</li> <li>• Uses direct persuasion in discussion or presentation</li> <li>• Anticipates and prepares for others reactions</li> </ul>

Prepared by.....

Date.....