

**NORTH LINCOLNSHIRE COUNCIL**

**CORPORATE SERVICES  
CABINET MEMBER**

**SUPPORT ARRANGEMENTS FOR THE  
WASTE CONTRACTS PROCUREMENT TEAM**

**1. OBJECT AND KEY POINTS IN THIS REPORT**

- 1.1 Following the appointment of a Project Director – Waste Contracts the core procurement team needs to be quickly established.
- 1.2 The core procurement team will need full time support arrangements to ensure the smooth running of the procurement process and enable comprehensive communication with stakeholders and interested parties.
- 1.3 This report seeks approval to establish two three-year fixed term positions to provide support to the core procurement team.

**2. BACKGROUND INFORMATION**

- 2.1 The council has previously considered and agreed a report on the need to procure new arrangements for the long-term delivery of waste management treatment and disposal services.
- 2.2 A recent report approved the appointment of a Project Director to achieve this procurement. A core procurement team was identified in this report to support the Project Director to achieve the outcomes for the project.
- 2.3 Whilst some members of the core procurement team will fulfil their roles whilst remaining based in other teams within the council (legal, finance, procurement, risk, waste) there is a need for full time support to the Project Director over the three years of the project. This support will establish the systems to manage the procurement process and ensure proper governance procedures are followed. There will be a need for contact with the core procurement team to be available during the extended working day to enable external specialists, prospective tenderers and interested parties to exchange information, make requests or seek clarification.
- 2.4 There will be peak workloads during the life of the project when support will be critical. These will include preparation of the contract documentation, handling enquiries at pre-tender, tender preparation

and post-tender phases; tender evaluation and contract award. In addition there will be the need to support the Waste Project Board and conduct information and publicity campaigns during the whole life of the project.

2.5 An overview of the core procurement team structure and roles is shown in Appendix 1.

### **3. OPTIONS FOR CONSIDERATION**

3.1 There are three options for consideration which are: -

- Option 1 – to create two fixed term posts of Project Support Officer and Project Support Assistant.
- Option 2 - to utilise existing administrative support available within the department.
- Option 3 – to have no support arrangements and expect the Project Director to establish and maintain all necessary systems.

### **4. ANALYSIS OF OPTIONS**

4.1 This enables the council to provide support using specialist staff that can bring or develop in-depth knowledge of the procurement process to ensure the best possible chance of successful delivery of the project's outcomes. The support staff will be fully involved in the whole of the project and will develop skills and knowledge to be able to deal with tasks, enquiries and problems effectively and efficiently.

4.2 The use of administrative resource currently dedicated to other teams will not bring in or develop the in-depth knowledge of the procurement process. The amount of time they can dedicate to supporting the core procurement team may well be limited or compromised by other deadlines or workloads.

4.3 Overburdening the Project Director with the design and implementation of support systems and maintenance of such systems may lead to the failure of the project as a whole or in part.

### **5. RESOURCE IMPLICATIONS (FINANCIAL, STAFFING, PROPERTY, IT)**

5.1 Job descriptions have been prepared for the posts of Project Support Officer and Project Support Assistant. The Project Support Officer has been evaluated at grade 7 and the Project Support Assistant at grade 4.

5.2 The council has made provision of £250,000 in each of the next two years to enable the procurement process to be conducted. Funding for these posts will come out of this provision.

5.3 It is intended that significant use is made of the council's internet website for the purposes of communicating with prospective and invited tenderers and conducting publicity and awareness raising campaigns during the life of the project.

## **6. OTHER IMPLICATIONS (STATUTORY, ENVIRONMENTAL, DIVERSITY, SECTION 17 - CRIME AND DISORDER, RISK AND OTHER)**

6.1 The resulting contract for the delivery of a long-term waste management treatment and disposal service will make a significant contribution to the sustainability agenda.

## **7. OUTCOMES OF CONSULTATION**

7.1 The Waste Project Board is in full support of the recommended option.

7.2 The Service Director Finance and the Service Director Human Resources have been consulted and are in agreement with the report.

7.3 The full time trade union officials are currently being consulted on this report.

## **8. RECOMMENDATIONS**

8.1 That the Cabinet Member approves the establishment of the posts of Project Support Officer and Project Support Assistant for a fixed term of three years.

### **SERVICE DIRECTOR NEIGHBOURHOOD AND ENVIRONMENT**

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#### **Background Papers used in the preparation of this report**

Cabinet Member Report 10 June 2008 – “Creation of a post of Project Director – Waste Contracts”