

<p>Local Procurement Task & Finish Group Minutes</p> <p>(Shropshire Business Board Sub-Group Meeting)</p>		<p>Date of Meeting 22nd October 2009</p>
<p>In Attendance:</p> <p>Ann Johnson, FSB (Chair); Nigel Denton, Procurement Manager; Nick Chavasse, NRG Direct; Richard Sheehan, Shropshire Chamber; Jamie Morgan, Assistant Procurement Officer; Jacqui Casey, Policy & Research Team Leader; Louise Cross, Sector Support Team Leader; Frank Lauriello, Business Support Officer; Rosemary Smith, 2012 Project Development Manager; Steve Massey, Find it in Sandwell; Jenny Long, Ice Blue Marketing & Design Ltd.; Paul Long, Ice Blue Marketing & Design Ltd.</p> <p>Apologies:</p> <p>Geoffrey Davies, McConnel Ltd., Business Board Chair; David Grocott, Grocontinental Ltd.; Will Jones, Greyhound Plant Services; David Ledbury, Business Link West Midlands; Steve Westwood, Novelis; James Tanner, Tanners (Shrewsbury) Ltd.; Karen Davies, HEFF; Tudor Griffiths, TG Group.</p>		
<p>Item</p>	<p>Summary of Key Points/Actions (By Whom)</p>	
<p>1. Welcome & Apologies</p>	<p>AJ welcomed all and noted apologies.</p>	
<p>2. Minutes of the Last Meeting & Matters Arising</p>	<p>ND requested minutes of the meeting of 16th July should be altered to describe West Mercia Supplies as 'a purchasing consortium', not an independent private company. Subject to this amendment, the minutes were accepted as an accurate record.</p> <p>Matters Arising:</p> <p><i>ACTION: ND to investigate possibilities in capturing pre-qualification information.</i></p> <p>ND provided a summary of the general issues raised on the Request to Participate questionnaire and of the main stumbling blocks to local business participation (attached). ND proposed to use a specific contract as a case study, contacting all non-participating local companies to assess barriers and to report back to the Group.</p> <p><i>ACTION: ND to examine opportunity for getting feedback from businesses invited to tender that do not pursue the opportunity.</i></p> <p>JM had designed and issued a questionnaire to a sample of 50 non-participating local businesses and anticipated feedback being available for the next meeting. ND advised that other monitoring previously discussed with the group was continuing apace and 'value' information was being added to this to provide a more comprehensive baseline picture.</p> <p><i>ACTION: JC to invite Rosemary Smith, 2012 Coordinator working on procurement training events to join the Group</i></p> <p>R Smith provided the Group with an overview of the projects that were being developed to ensure a legacy for Shropshire from the 2012 Games. Underlying themes of the project work included local engagement and local sourcing. RS is</p>	

working with the Chamber to reach businesses with details of procurement opportunities.

ACTION: DLedbury to find out how many Shropshire companies had registered on the CompeteFor website and any other information available on the level of engagement by Shropshire companies.

R Smith advised that 255 Shropshire (incl. Telford & Wrekin) companies had signed up on the CompeteFor portal, however a further 240 businesses had started their applications and stopped prior to completion. Support was available from Business link and the Chamber in filling out the online form and this support may need further publicity. It was understood that the portal will continue post-Olympics.

R Sheehan noted that 8 Shropshire companies had been successful in winning 2012 contracts. Confidentiality agreements preclude business advantage being gained from publicity above that associated with 2012 sponsors.

AGREED: R Smith to keep the Group up to date on numbers of Shropshire companies signing up for the portal.

ACTION: AJ & R Sheehan to meet to discuss raising awareness of 2012 & UKTI workshops activity within FSB

ACTION: FL to get feedback from companies attending 2012 training events exploring how they viewed the training and whether they still perceived barriers to tendering for 2012 work and if so, the nature of these barriers.

R Sheehan provided feedback to the Group (attached). A 30 second video shot of the first training session was available to view at:

Olympic Workshops.wmv

ACTION: AJ, R Sheehan, DL, ND to meet to discuss funding to do more such events

ACTION: JC to: seek feedback from Legal on the potential implications of a change to ask officers to, where feasible, seek a Shropshire quote; and research regional advice on the same.

Advice had been received from Legal indicating that this would be best approached from a policy rather than constitutional basis. Council contract rules form part of the Council's constitution and respond to legislative and best value requirements. Head of Legal and Democratic Service considered the query to be a policy matter rather than a constitutional one.

3. Find it in Sandwell Initiative – Steve Massey, Sandwell MBC

SM demonstrated the Find it in Sandwell website and wider capital build programme for Sandwell and activity surrounding the FiiS initiative. Key points of relevance:-

- Sandwell MBC spends £300m on procuring goods and services and, as part of a major conurbation, has a £900m capital investment programme. Contractual activity relating to the latter is 'channelled' through the procurement site. Sub contractual opportunities have to be placed on the site.
- 5,000 of the area's 11,000 businesses are signed up to the site. All vetted by Business Link. Companies build their own profiles (Co. policies, website

	<p>links..) on the site for business to business activity.</p> <ul style="list-style-type: none"> ▪ Local businesses sign up to a procurement pledge. Major firms targeted. ▪ Events: main contractors host 2 meet the buyer events per year, top 50 supplier events – many from outside of area ▪ Land & property availability searches ▪ Ability to post company vacancies, FiiS vet applications using Sandwell's own recruitment co. ▪ Companies targeted through business rates system and Client Record System and monthly e-mail campaigns to get traffic through the website ▪ Branching into more commercial areas now e.g. retailers pilot, Black Country Reinvestment Society for small business loans using Council funding ▪ PCT, Police and Fire Services using site ▪ FiiS has two full time staff, a team of Business Engagement Officers from Council ▪ Cost of site £10K to populate, £2 ½K for monthly maintenance ▪ Has run for 2 ½ years and, of the £300k Council budget, site has raised spend with local firms from 19% to 33% <p>.AJ thanked Steve and colleagues for their time and assistance</p> <p>ACTION: ALL to provide any subsequent questions for SM about Find it in Sandwell initiative to JC</p>
<p>4. <i>Development of Key Tasks (cont from last meeting)</i></p>	<p>AJ reviewed progress to date on areas of work detailed in the Business Board's Business Plan. The need for the Group to cover business supply chains in their work was noted.</p> <p>AGREED: Development of Export Markets did not comfortably fit within the remit of the Group. This Task and Finish Group would concentrate resources upon identifying key actions for improving local procurement opportunities and developing business supply chains.</p> <p>ACTION: AJ to request further business support to the Group at the next full Business Board meeting on 2nd November.</p>
<p><i>Date & Time of Next Meeting</i></p>	<p>4.00pm, Thursday 19th November 2009 at Wilfred Owen Room, Shirehall, Abbey Foregate, Shrewsbury</p>