

Oxfordshire Waste Partnership – 26 January 2007 Joint Procurement Study

1. Purpose

To provide information on the Joint Procurement Project.

2. Background

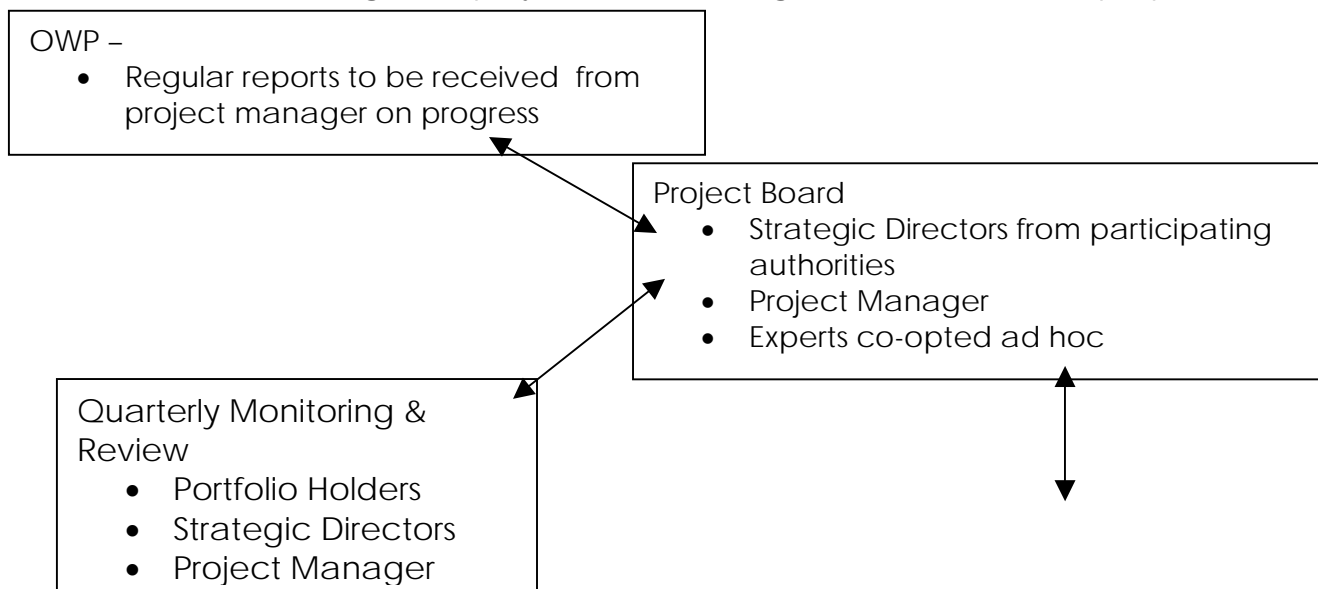
Local authorities are under increasing pressure to demonstrate value for money and efficiencies gained from partnerships and joint working. Indeed, this was further illustrated by the recent Audit Commission Inspection that highlighted the potential for savings and further efficiencies that could be gained from joint procurement.

As a result, it has been proposed that partner authorities that wish to review their contractual arrangements in line with the recent waste review should work together to determine potential synergies. The desired outcome is to identify areas that could result in economies of scale that would not be achieved by individual authorities working in isolation. The timescale of the project coincides with the conclusion of the current contracts for Vale, South and West Oxfordshire in 2009/2010.

The Partnership has been successful in securing some external support for this project and has been granted £50,000 of consultancy support from Defra to provide technical advice for this study. To secure the funding, the bid had to be supported by the partnership as a whole. However, it should be noted that this does not mean that each authority has to participate fully in the project and partners are able to decide to what extent they wish to be involved depending on their individual circumstances. Currently West, South, Vale, Cherwell and City are participating, though City and Cherwell have yet to determine the extent of their ongoing involvement.

3. Project Structure and Reporting Mechanisms

To manage the project the following structure has been proposed:



It has been agreed that Mike [redacted] Project Manager for the duration of the OWP at future meetings on [redacted]

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| <p>Project Team</p> <ul style="list-style-type: none"> • Project Manager • Partnership Officer • Consultancy Support • Representative from each District • Representative from County to ensure links with Treatment Procurement Project |
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The structure of the associated project groups has been set so as to ensure that it has both senior officer and political input and also a working group of Officers to carry out the individual tasks.

Project Team - The Project Team will be able to draw on specialist advice on both financial and legal matters as required, and will have technical advice from the external consultant resource. This team will work together to gather information, carry out tasks required and recommend actions. Guided by the Project Manager, it will work to ensure that the project remains on time and delivers the required outcomes.

Project Board – This Board will oversee the direction of the project and address any major issues that arise. It will also meet on a quarterly basis with the Lead Members for Waste to ensure that they are fully briefed on the progress and direction of the project, and have an opportunity to discuss any matters arising from the work. This will ensure that Members are involved in the critical stages of the project, and at strategic decision making times.

4. Proposed Timescales and Activities

The project is currently in the initiation stage and to date only outline timescales for the project have been identified (shown in the table below). During January and February the Project Manager will be working closely with members of the Project Team to assign responsibilities for each activity and to develop the detailed plans. The next Project Board meeting will be held during February to review and approve the detailed plan.

Activity	Due Date	Responsible Officer/Team	Comments
Project Start Up			
Business Case	31.03.07		To explain the reasons and purpose of the study
Risk Assessment	31.03.07		To ensure that all risks are identified and managed

Project Brief	31.03.07		This needs to be agreed by the participating authorities and the consultants and submitted to Defra.
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Project structure and teams	31.03.07		To ensure the smooth running of the project
Pre-Tender Activity			
Budgets	31.01.08		
Waste Industry Discussions	30.11.07		
Contract Terms	31.01.08		
Specification	31.01.08		
Performance Regime	31.01.08		
Tender Process			
OJEU Advert	30.11.07		
Pre- Qualification	31.01.08		
Tender Invite	31.01.08		
Short-List	30.04.08		
Post Tender Negotiations	30.06.08		
Best and Final Offer	31.07.08		
Appoint Preferred Contractor	31.08.08		
Implementation Stage			
Migration Plan	30.09.08		
Communication Plan	30.09.08		
Contract Management	31.03.09		
Improvement Plan	31.03.09		
Contract Commences	01.04.09		