

## Assets and Procurement Committee Draft Training Plan

To: Assets and Procurement Committee

Meeting Date: 18 October 2023

From: Executive Director for Finance and Resources

Electoral division(s): All

Key decision: No

Forward Plan ref: N/A

Outcome: The Committee is asked to consider a proposed training programme to support members awareness and understanding in carrying out their functions.

Recommendation: The Committee is asked to:

- Note the report,
- Consider both the format and content of the draft training plan attached at Appendix 1, noting any changes in that or timings.

Officer contact:

Name: Michael Hudson

Post: Executive Director, Finance & Resources

Email: [Michael.hudson@cambridgeshire.gov.uk](mailto:Michael.hudson@cambridgeshire.gov.uk)

Tel: 01223 699013

## 1. Background

- 1.1 It is recognised by bodies such as The Chartered Institute of Public Finance and Accountancy (CIPFA) that while expertise in the areas within the remit of the committee is very helpful, the attitude of committee members and willingness to have appropriate training are of equal importance. As such the recommended practice is for committees to review and assess themselves annually or to seek an external review. This review should also help inform a planned programme of regular training to address gaps and maintain standards.
- 1.2 As a new Committee the Assets and Procurement Committee has not received specific training on the matters under its terms of reference, although some training was provided to the former Strategy and Resources Committee and members induction following the last County Elections – June 2021. As such this report contains suggestions to continue to improve its support for members and a programme to look at providing a strong framework that covers the areas covered by the Committee as well as emerging changes.

## 2. Main Issues

- 2.1 Local government property and procurement is continuing to evolve. The Council is due to revise its Land and Property Strategy in the next few months and nationally there are significant changes planned to Procurement Legislation. Committee members have a significant number changes it needs to consider and plan for. Whilst we acknowledge the high competency of the County Council's members, we continually strive to ensure all of its members have access to training to maintain those skills.
- 2.2 The attached Appendix sets out a proposed training plan for the remainder of this electoral cycle.
- 2.3 It is suggested that to create flexibility and recognise the demands on members the programme should be a mixture of face-to-face delivery and on-line training. Where training is held face to face every effort will be made to set dates significantly in advance to allow members to attend and aligned with the Committee dates, although where members cannot attend, all training will be recorded and available for non-attendees to follow up at a later date.
- 2.4 It is suggested that the training be provided by a mixture of officers and external advisors at nil cost. Officers are also exploring a range of mediums for training including short (5-10 minute) on-line videos to provide more background information on key aspects of the functions. Members could choose selections to view based on their interest and experience.
- 2.5 Going forward we would undertake skills-based assessments to drive amendments and additions to this programme, as well as the level at which the training is pitched to meet needs, and focus in on Cambridgeshire County Council specific issues.
- 2.6 Members will be encouraged to attend / complete all training modules. Alongside this the programme will continue to be reviewed in light of emerging developments from CIPFA, Local Government Association (LGA) and other professional bodies such as the Chartered Institute for Procurement (CIPs).
- 2.7 Officers will carry out a post training session evaluation and will continually seek advice and

comments from members attending on the focus and style of training.

- 2.8 It is suggested this programme could inform the future Annual Report presented to Full Council by the Chair of the Committee to demonstrate the effectiveness of the Committee.

### 3. Alignment with corporate priorities

#### 3.1 Environment and Sustainability

There are no significant implications for this priority.

#### 3.2 Health and Care

There are no significant implications for this priority.

#### 3.3 Places and Communities

There are no significant implications for this priority.

#### 3.4 Children and Young People

There are no significant implications for this priority.

#### 3.5 Transport

There are no significant implications for this priority.

### 4. Significant Implications

#### 4.1 Resource Implications

There are no significant implications for this priority.

#### 4.2 Procurement/Contractual/Council Contract Procedure Rules Implications

There are no significant implications for this priority.

#### 4.3 Statutory, Legal and Risk Implications

There are no significant implications for this priority.

#### 4.4 Equality and Diversity Implications

There are no significant implications for this priority.

#### 4.5 Engagement and Communications Implications

There are no significant implications for this priority.

#### 4.6 Localism and Local Member Involvement

There are no significant implications for this priority.

#### 4.7 Public Health Implications

There are no significant implications for this priority.

#### 4.8 Climate Change and Environment Implications on Priority Areas (See further guidance in Appendix 2):

4.8.1 Implication 1: Energy efficient, low carbon buildings.  
Positive/neutral/negative Status: Neutral

4.8.2 Implication 2: Low carbon transport.  
Positive/neutral/negative Status: Neutral

4.8.3 Implication 3: Green spaces, peatland, afforestation, habitats and land management.  
Positive/neutral/negative Status: Neutral

4.8.4 Implication 4: Waste Management and Tackling Plastic Pollution.  
Positive/neutral/negative Status: Neutral

4.8.5 Implication 5: Water use, availability and management:  
Positive/neutral/negative Status: Neutral

4.8.6 Implication 6: Air Pollution.  
Positive/neutral/negative Status: Neutral

4.8.7 Implication 7: Resilience of our services and infrastructure, and supporting vulnerable people to cope with climate change.  
Positive/neutral/negative Status: Neutral

Have the resource implications been cleared by Finance? Yes or No  
Name of Financial Officer: Stephen Howarth

Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the Head of Procurement and Commercial?  
N/A

Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or Pathfinder Legal? Yes or No  
Name of Legal Officer: Emma Duncan

Have the equality and diversity implications been cleared by your EqIA Super User?  
N/A

Have any engagement and communication implications been cleared by Communications?  
N/A

Have any localism and Local Member involvement issues been cleared by your Service Contact?

N/A

Have any Public Health implications been cleared by Public Health?

N/A

If a Key decision, have any Climate Change and Environment implications been cleared by the Climate Change Officer?

N/A

## 5. Source documents guidance

### 5.1 Source documents - none

## Proposed Assets and Procurement Committee DRAFT / POTENTIAL Training Programme 2023-2025

Face to face training:	Potential E-Learning modules
<b>2023/24</b>	
<b>Corporate Property</b> – An introduction to what assets we hold, with information such as location, type of property, costs, valuation, etc. This will inform Members ahead of scrutiny of the Councils draft Strategy and Policies review.	<b>Governance of contracts:</b> An oversight of how procurement is managed in CCC, including what the sustainable procurement strategy and contract procedural rules mean to the way we work. What legislation governs the process?
<b>Rural Farms:</b> An introduction to the estate, the support provided to tenants, setting and collecting rent, potential future uses, etc... This will inform Members ahead of scrutiny of the Councils draft Strategy and Policies review.	<b>Commissioning Cycle 1:</b> An introduction to the process from commissioning to procurement and contract management
<b>Building Health &amp; Safety:</b> What risks are faced and how do we manage and protect our estate. How is this managed. What inspection regimes exist. This again will inform Members ahead of scrutiny of the Councils draft Strategy and Policies review, as well as tendering and contracting.	<b>Commissioning Cycle 2:</b> An in-depth review of commissioning. How we decide to provide a service and what is considered in how the service is provided. How do we monitor and appraise the market?
<b>National Procurement Legislation 1:</b> This will focus on why there are proposed changes, the high level impact on the Council and our supplies, including local businesses.	<b>Commissioning Cycle 3:</b> An in-depth review of procurement. Including the process to bring a service to the market, thresholds and how we tender / seek quotes and what is considered before awarding.

Face to face training:	Potential E-Learning modules
<b>2024/25</b>	
<b>National Procurement Legislation 2:</b> An in-depth review of changes and what it means for the way CCC works. This will help inform reviews of our contract procedures and controls.	<b>Commissioning Cycle 4:</b> An in-depth review of contract management. How contracts are managed, including open book accounting, work inspections, and managing disputes.
<b>Business Continuity:</b> This will focus on what is Business Continuity in a land and property, as well as procurement world. When does it apply, how it is managed and what the Committee should look at in assessing the effectiveness of an organisation's response to incidents.	<b>One Public Estate:</b> How do we work with our partners; what difference factors do we need to consider in making decisions across partnerships.
<b>Facilities management:</b> What is it? How do we manage our estate buildings?	<b>Social Value:</b> What is it? How does it work in CCC and how can we maximise the value for the Council?
<b>Our commercial estate:</b> An introduction to our commercial estate, what is it, what is its value and how do we work with local businesses?	<b>Working with Cambridgeshire SMEs:</b> How much of our current spend is retained within Cambridgeshire? How do we work with local businesses?
<b>2025/26</b>	
<b>Induction &amp; Role of the Asset &amp; Procurement Committee:</b> Basic introduction to the purpose of the Committee, the Terms of Reference, Frequency and agenda of meetings, where to find further information and introduction to key officers and partners.	<b>Commissioning Cycle:</b> An introduction to the process from commissioning to procurement and contract management.