

Topic Review: Procurement during COVID-19**Background**

At its meeting on 30 September 2021 the Corporate Services Scrutiny Review Board discussed their topic review choice for the municipal year 2021/22. After a debate, the Board chose to look at 'Procurement during COVID-19'.

The Review

Members wished to consider how the Board could contribute to ensuring that procurement activities continue to take place effectively during the pandemic. The focus of the topic review would be 'what has the Council done to ensure that procurement procedures are implemented correctly during the Covid-19 pandemic'.

Aims and Objectives of the Review

The Board had 3 aims for the review

Aims of the review

1. To consider how the Board could ensure that procurement procedures are followed correctly.
2. To establish whether errors have been made in procurement due to the COVID-19 pandemic.
3. To identify if any errors could be addressed through the Derby City Council Contract Procedure Rules

The objectives of the review

1. To establish if and how the Board were able to ensure that procurement procedures were followed correctly.
2. To establish if and how any errors have been made in procurement due to the COVID-19 pandemic.
3. To identify if any errors could be addressed through the Derby City Council Contract Procedure Rules and if not possible were there any other options that could be considered?
4. To make recommendations to the Council Cabinet.

Proposed methodology

The Board will consider written and oral information in gathering evidence for the review.

Witnesses

It is suggested that the Board considers evidence from the following witnesses

- Lead officers from Procurement

What evidence do we need to gather?

- **Policies and Strategies**
 - Derby City Council Contract Procedure Rules
- **Other information**
 - Any relevant legislation
 - Case studies on procurement procedures from the start to the awarding of contracts
 - Examples of when procedures have failed and of measures that have been put in place to ensure that this does not happen again

Timing and Timescales for the Review

The timescales for the review below are approximate.

9 December 2021	To consider and agree the scoping report. To receive a presentation on Procurement
December 2021 / March 2022	To gather the evidence and write the report.
10 March 2022	Agree recommendations and report to go to Council Cabinet. Agree to delegate sign off recommendations to chair/vice chair of the Board.
13 April 2022	Recommendations and final report to Council Cabinet.