

**Audit & Governance Committee 3 March 2021**
**Timeline - Procurement & Contract Management Review & Improvements**

Date	Event
2018	Oxfordshire County Council Cabinet adopted a transformation business case to establish a revised operating model. This work identified areas of business improvement for organisational functions, including procurement and contract management. This business case was prepared with support from third party specialists.
Jan-Oct 2019	The vision and objectives for the Provision Cycle functional redesign were developed during 2019 and approved by CEDR in October 2019, forming a key element of the council's transformation programme.
6 <sup>th</sup> March 2019	Invitation to tender published for parking enforcement procurement
17 <sup>th</sup> April 2019	Tender deadline for parking enforcement procurement
3 <sup>rd</sup> June 2019	Award letter sent out stating Marston Holdings were unsuccessful in their bid
14 <sup>th</sup> June 2019	Claim issued by Marston Holdings
17 <sup>th</sup> June 2019	Claim received by Legal Services
20 <sup>th</sup> June 2019	Counsel instructed
1 <sup>st</sup> July 2019	Application to lift stay issued
12 <sup>th</sup> July 2019	Directions Hearing
July 2019	Early disclosure provided
26 <sup>th</sup> July 2019	Application for expedited trial
30 <sup>th</sup> July 2019	Confidentiality Ring set up
5 <sup>th</sup> August 2019	Court Bundles Filed



7 <sup>th</sup> August 2019	Hearing to lift stay
2 <sup>nd</sup> September 2019	Defence filed
23 <sup>rd</sup> September 2019	Requests for further information
15 <sup>th</sup> October 2019	Conference with Counsel and case management information filed and court bundles finalised
18 <sup>th</sup> October 2019	Case Management Conference
25 <sup>th</sup> October 2019	Defendant responds to Part 18 requests
11 <sup>th</sup> November 2019	Amended Defence filed
27 <sup>th</sup> November 2019	Advice from Counsel that we were highly likely to lose the Court case
10 <sup>th</sup> December 2019	First Part 36 offer made to Marston Holdings
19 <sup>th</sup> December 2019	Agreement from Marston Holdings to settle proceedings, excluding legal costs.
Jan-Feb 2020	Internal review of the procurement commissioned by the CEO, undertaken and completed by the deputy Chief Fire Officer.
February 2020	Chairman of Audit and Governance Committee notified by Portfolio Holder
10 <sup>th</sup> February 2020	Listed for trial for 6 days [did not happen as was settled]
March 2020	Independent Investigation commissioned and terms of reference agreed, data collection and document review.
April 2020	Independent investigation interviews commenced.
May 2020	New contract with Conduent started



June 2020	<p>The detailed Provision Cycle model, including the Procurement and Contract Management Hub and the Health, Education and Social Care spoke, was approved by CEDR (the council's senior leadership team).</p> <p>Specialist advisors commissioned to support the implementation of this new structure and improvement plan.</p>
June 2020	Investigator's report draft received, and external legal advice sought.
July 2020	First Provision Cycle Programme Board
August 2020	Commissioning Officer report drafted
August 2020	Final settlement with Marston Holdings reached
Aug-Dec 2020	Process Improvements workshops for provision cycle processes took place. Workshops were led by OCC's Business Improvement Team and included representation from the procurement team and all service areas.
September 2020	Member and Officer debriefs following Investigator's report.
September 2020	Relevant Portfolio Holders and Senior Officers briefed on Investigators report
October 2020	Procurement team staff consultation completed & recruitment commenced
October 2020	Work began on the Provision Cycle Handbook, 100-Day Post Go-live Plan, & Third Party Spend Programme
27 <sup>th</sup> October 2020	Informal Cabinet discussion on Marston Holdings case
13 <sup>th</sup> November 2020	Health, Education & Social Care Commissioning staff consultation completed, and recruitment commenced
16 <sup>th</sup> December 2020	Report to Audit Working Group
4 <sup>th</sup> January 2021	New Procurement Hub structure went live



January 2021	First draft of the Provision Cycle Process Handbook completed and 'Introduction to the Provision Cycle' workshops took place with service areas.  Permanent Head of Procurement & Contract Management appointed
February 2021	Provision Cycle Process Handbook completed following feedback from service areas
3 <sup>rd</sup> March 2021	Report to Audit & Governance Committee