



## **HOUSING SERIES 04/2008 Housing Procurement: Everything You Need to Know & More! Delivering Housing Programmes to Maximise the Benefits and ensure compliance under EU Procurement Regulations**

PROGRAMME – MORNING SESSIONS

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09.15 – 09.45 **Arrivals and refreshments**

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### **Welcome and Opening Remarks.**

9.45 – 10.15 Mr Mohamed Hans (CIPFA Lead Procurement Advisor) and Mr Nigel Barr (Managing Director, Stradia Ltd, and Senior Associate to the Housing Advisory Network)

**Part 1: Myth Busting** – The Top Ten Myths that Haunt Good Procurement Practices in the Social Housing Arena. A brief interactive session between the delegates and seminar facilitators.

### **Part 2: Ask the Procurement Lawyer/Ask the Procurement Practitioner?**

Setting the Context for the day – Mohamed and Nigel will introduce their approach for the day's seminar which draws upon their dual expertise in the legal/technical aspects of procurement, combined with those of a practitioner's perspective.

This introductory session will explore the changing procurement landscape, and its impact on housing – it will cover: where are we now? What has been learnt over the last couple of years, and how social housing organisations have managed the increasing pressures upon them to secure continuous efficiencies through more intelligent and better procurement?

Do we really understand how best to maximise the benefits we can obtain through applying EU Procurement Regulations (implemented under Public Contracts Regulations 2006) whilst ensuring that the way we do this is safe, accurate and compliant?

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10.15 – 11.15

### **Key Learning Session 1 : Effective Strategy Development**

**Part 1: Myth Busting** – The top 10 myths that continue to pervade our culture about what constitutes a good approach to strategic development. A brief interactive approach between delegates and seminar facilitators

### **Part 2: A few degrees out at the beginning – several miles out half way through?**

Getting the Strategic work right: Looking from both the legal and practitioner perspectives this key learning session will cover issues such as how to :

- Establishing the Rules: Thresholds/Timescales/Aggregation
- Different Procedures explained
- Contracts versus Frameworks
- Knowing when to advertise or not.
- Packaging the contract & choosing the right mix/number of contractors to deliver this

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11.15 – 11.30

**Refreshments and Networking**

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11.30 – 12.30

## **Key Learning Session 2: How to become the best in class?**

**Part 1: Myth Busting** – This interactive session briefly explores the most common myths about the procurement process itself and invites delegates to share their experiences of good and not-so-perfect practices.

### **Part 2: Never Mind the Cost, Feel the Quality...**

There is increasing pressure upon professionals within the social housing sector to exploit the procurement process as a vehicle for delivering substantial efficiencies and improved outcomes for customers, but how well do we really understand the process of procurement itself, and are we confident that we can deliver the ever growing expectations of our funders, customers and board/Members?

These combined presentations and discussions will explore:

- Drafting effective procurement documents – PQQ & ITT
- The specification process
- Developing robust selection criteria & processes
- Decision-making processes at each critical stage

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12.30 – 13.00

## **Key Learning Session 3: A Practical Case Study**

As a reminder of the key learning points from this morning's session, delegates will be invited to participate in a short practical exercise that will explore some of the challenges and tensions arising in social housing procurement.

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13.00 – 13.45

## **Lunch & Networking**

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13.45 – 14.15.

## **Key Learning Session 3, Implementation**

**Part 1: Myth Busting** – A short interactive session with delegates to challenge the long standing myths surrounding the implementation stage of the procurement process.

**Part 2:** This session covers the issues that arise in the process of implementation, some of which will include addressing the following challenges:

- How do we allocate work to our framework partners?
  - What should the rules of engagement be?
  - How do we establish performance measures?
  - How do we establish Open Book Accountancy processes?
  - How do we manage partial termination?
  - How do we form contracts?
  - How do we manage team structures?
  - How should we allocate risk?
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14.15 – 15.30

## **Key Learning Session 4, The Delivery Phase? Understanding Current Arrangements?**

**Part 1: Myth Busting** – Misinformation, disinformation and poor quality advice have all combined to create 'myths' attached to the 'do's' and 'don'ts' of procurement delivery. Our final attempt to crack some of these once and for all!

### **Part 2: What Happens Next?**

Nigel and Mohamed will conclude their formal presentations by examining a range of pertinent questions that arise once delivery has commenced:

- How confident is your organization/team that it is getting the best out of the frameworks you are using?
- Where there are concerns – what can be changed?
- How confident are you that the strategic objectives of the organization are being achieved? Are all opportunities being maximized?
- What flexibility/options exist within current EU Procurement regulations?
- Are you at risk from a challenge? What is your exposure?
- What happens next – joining the current framework to future ones – how can we achieve continuity into the future?

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15.30 – 16.15

## **Refreshments, followed by a Case Study Workshop Key Learning Session 5,**

This final session invites delegates to re-visit some of the main issues that have arisen by examining a case study that highlights elements of the key learning points from today's seminar. This will also be an opportunity for delegates to raise any outstanding queries.

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16.15 – 16.30

## **Closing Remarks & Presentation of Certificates & Open Surgery for individual questions.**

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*The facilitators across the series of Seminars will be Mr. Mohamed Hans, Senior Advisor to the CIPFA Procurement Advisory Network, and Mr. Nigel Barr, Managing Director of Stradia Ltd, and Senior Associate to the CIPFA Housing Advisory Network*

*CIPFA reserve the right to alter the timing or content of sessions where circumstances require.*

CIPFA operates a no smoking policy.