

Government Procurement Service Skills and Capability Working Group

Terms of Reference

1. Context

The reformed Government Procurement Service (GPS) vision in response to '*Transforming Government Procurement*' (TGP) is "to create a sustainable balance of appropriately skilled and suitably managed procurement professionals... to match the growing scale and complexity of Government's delivery agenda". The role of the OGC GPS Division is to "work to develop the GPS and to raise departmental capability" by taking this work "forward in close partnership with Departments" (Section 2.6 of TGP).

2. Aims

The aim of establishing the Skills and Capability Working Group (SCWG) is to develop, design, and facilitate delivery of learning and development initiatives for the procurement profession, which support the business objectives of Departments.

The SCWG has four functions:

(1) It will work in both an advisory and decision-making capacity, with the GPS Division within OGC, on taking forward and implementing the skills and capability-related commitments within the TGP policy document. These are outlined in Section 2.5 of TGP:

- Introducing new and flexible entry points into procurement roles in government, including a graduate entry scheme to be used across government, piloting a procurement option within the fast stream, and developing a mid career procurement development scheme;
- Embedding common standards and skill sets across government procurers through a programme of training and development, to enable professionals who properly understand the principles of value for money on a whole-life costing basis to engage with the market in a sophisticated manner.

(2) It will commission the provision of new learning and development initiatives, either from the private sector or from public sector bodies, as appropriate to meet the need, including agreement of the most appropriate means of funding.

(3) As appropriate, members of the SCWG will take the lead on delivering some of the initiatives the Group has decided upon.

(4) The SCWG will create, and act as, a network for procurement profession skills and capability leads.

As Procurement Capability Reviews (PCR) gain momentum and cross-Government skills and capability issues are identified, the SCWG is expected to have a role in assisting Departments to respond to these findings. This role is to be determined.

3. Membership

- 3.1 Senior representatives from Departments, who lead on the development of the skills and capability of the commercial and procurement professionals within their organisation.
- 3.2 Representatives of the Procurement Capability Review and Procurement Policy and Standards teams from within OGC, to ensure alignment and exchange of knowledge.
- 3.3 Head of Skills and Capability from the GPS team in OGC.
- 3.4 Representatives of the Skills and Capability team within the OGC GPS Division, when relevant to the meeting agenda.
- 3.5 Director of the GPS, who will act as group chair.
- 3.6 Secretariat provided by OGC.

4. Operational Protocols

- 4.1. The following will be circulated and/or submitted by OGC members of the SCWG for debate, comment by correspondence, endorsement or decision, as appropriate:
 - 4.1.1. Strategy papers
 - 4.1.2. Research papers
 - 4.1.3. Proposals, options and recommendations papers
 - 4.1.4. Implementation plans
 - 4.1.5. Pre-publication versions of products and support tools
 - 4.1.6. Progress reports on key initiatives.

The SCWG will:

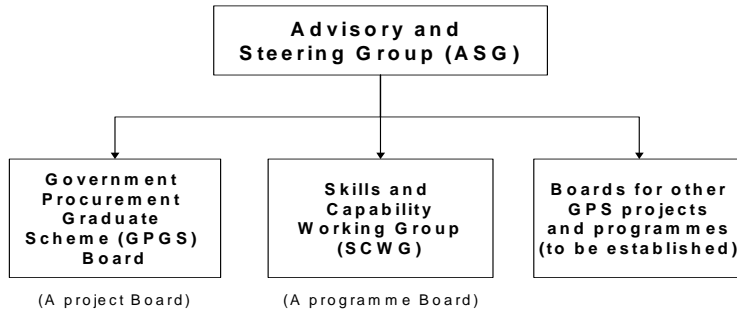
- 4.2. Identify and prioritise key projects and initiatives required to progress the TGP agenda.
- 4.3. Discuss and/or debate strategies, research findings, options and plans submitted to it by the OGC GPS Division.
- 4.4. Comment and advise on the development of new products and support tools; this may be via correspondence between meetings if appropriate.
- 4.5. Endorse products and support tools prior to their publication to Commercial Directors or to the wider GPS community.
- 4.6. Make recommendations on next steps and way forward to be implemented by the OGC GPS Division.
- 4.7. Collaborate on taking learning and development requirements to the marketplace, in order to gain best value for money for Government as a whole.
- 4.8. Agree Terms of Reference for an Industry Group that will inform the GPS Learning and Development Strategy.

Individual SCWG members will:

- 4.9. Suggest and/or lead on agenda items for the SCWG meetings.
- 4.10. Lead on related cross-Government initiatives, eg. chairing of relevant special interest groups or of sub-groups identified as necessary to progress key aspects of the SCWG agenda.
- 4.11. Pilot new skills and capability products, services, and learning and development initiatives in their organisations, and provide feedback to OGC GPS Division and/or the SCWG for continuous improvement purposes.

5. Governance

5.1. The SCWG sits within the current GPS governance structure as outlined below. However, this overall governance structure may be amended or developed during the lifetime of these Terms of Reference.



5.2. The SCWG Chair will be OGC's Director of the GPS.

5.3. The Secretariat for the SCWG will be provided by the OGC GPS Division.

5.4. Meeting agendas and papers will be circulated by email to members 10 working days in advance, wherever possible, and 5 working days in advance as a minimum.

5.5. An agreements and actions log will be circulated by email to members within 5 working days of the meeting wherever possible, and within 10 working days as a maximum.

5.6. SCWG Terms of Reference, once agreed, will be reviewed and updated annually.

6. Meetings

6.1. Meetings will last 2 to 2.5 hours.

6.2. Up to six meetings per year will be held (although additional meetings have been requested for getting the SCWG off the ground in the early months).

6.3. Meetings will be held at OGC offices unless the hosting role is circulated amongst departmental members.

6.4. Meetings held at OGC offices may be conducted by video-conference with another site, to reduce travel time for SCWG members.