

# Management response form

## Audit Wales use only

|              |   |
|--------------|---|
| Audited body | Cyngor Gwynedd                          |
| Audit name   | Arrangements for commissioning services |
| Issue date   | 19/06/2025                              |

| Ref | Recommendation   | Commentary on planned actions  | Completion date for planned actions | Responsible officer (title) |
|-----|--|--|-------------------------------------|-----------------------------|
| R1  | <p><b>Establish consistent commissioning arrangements</b></p> <p>To enable the Council to assure itself that its decisions for commissioning services are consistently shaped by:</p> <ul style="list-style-type: none"><li>• Comprehensive options appraisal (paragraph 17);</li><li>• planning over an appropriate timescale and balancing short and longer term needs (paragraph 19);</li><li>• an understanding of the long-term resource implications (paragraph 20);</li></ul> | <p>In accordance with the principles of Ffordd Gwynedd in establishing and reviewing the purpose of services, it is the duty of Managers and/or Head of Service to ensure that:</p> <ul style="list-style-type: none"><li>• The need is clearly defined.</li><li>• Ensure that an options appraisal has been completed.</li><li>• Complete an impact assessment (Long-term – short and long term).</li><li>• Create a business plan to assess resource needs (costs) including a</li></ul> | During the financial year 2026/27   | Heads of Service            |

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|     | <ul style="list-style-type: none"> <li>setting out how it will assess and monitor value for money (paragraph 21);</li> <li>ensuring that wider impacts of commissioned services are maximised (paragraph 22); and</li> <li>working with the right people and partners to design and deliver the service (paragraphs 23 and 24).</li> </ul>  | <p>timetable/expenditure profile, monitoring arrangements to ensure value for money and any other improvements sought.</p> <ul style="list-style-type: none"> <li>Completion of impact assessment (Content) and (Collaboration).</li> </ul>   |   |   |
| R2  | <p><b>Embedding arrangements across the Council</b></p> <p>To ensure services across the Council learn from commissioning activity, the Council should embed commissioning arrangements by:</p> <ul style="list-style-type: none"> <li>raising awareness of commissioning arrangements and expectations (paragraph 15);</li> <li>systematically evaluate the value for money of its approach to commissioning services (paragraph 25); and</li> </ul> | <p>The Council's Corporate Services will:</p> <ul style="list-style-type: none"> <li>Based on the principles of Ffordd Gwynedd create a Commissioning Plan/Corporate Business Plan.</li> <li>Include a clause in the Procurement Policy of the expectations prior to commencement of procurement procedure. Consider whether</li> </ul> | <p>By March 2027</p> <p>By March 2027</p> | <p>Procurement Manager</p> <p>Procurement Manager</p> |

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|     | <ul style="list-style-type: none"> <li>share learning from commissioning activity across departments and with external partners where relevant (paragraph 25).</li> </ul> | <p>performance clauses can be incorporated into the agreement.</p> <ul style="list-style-type: none"> <li>Share the findings of the audit and action plan with Heads of Services.</li> <li>Carry out a review if what is set out in A1 and A2 is completed with the Corporate Governance Group.</li> </ul> <p>The Council's Services will:</p> <ul style="list-style-type: none"> <li>Regularly report on performance measures paying particular attention to whether the service salutes purpose and delivers value for money.</li> <li>Share learning from commissioning activity across departments and with external partners where relevant</li> </ul> | <p>By March 2027</p> <p>By March 2027</p> <p>During the Departmental Performance and Improvement Meetings.</p> <p>During the Departmental Performance and Improvement Meetings, Management</p> | <p>Head of Corporate Services</p> <p>Head of Corporate Services</p> <p>Heads of Services</p> |

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|-----|----------------|-------------------------------|-------------------------------------|-----------------------------|
|     |                |                               | Meetings and Regional Meetings      |                             |