

# Management response form




**Report title:** Arrangements for commissioning services – Denbighshire CC

**Completion date:** December 2024

**Document reference:** 4630A2024

Ref	Recommendation	Management response Please set out here relevant commentary on the planned actions in response to the recommendations	Completion date Please set out by when the planned actions will be complete	Responsible officer (title)
R1	<p>This report highlights potential inconsistencies in how commissioning workflows are applied across the Council. To address this, the Council should strengthen and embed its commissioning arrangements across all departments. This should include:</p> <ul style="list-style-type: none"><li>where known, an overview of commissioning activity scheduled to take place over the medium term, to help it plan future commissioning activity in a timely manner;</li></ul>	<p>Service Managers working with their Procurement and Finance Business Partners will provide an overview of commissioning activity scheduled to take place over the coming 24 months and then consider this annually as part of Service Planning each year.</p> <p>Strategic Planning and Performance Officers will build into their prompt sheet consideration of any likely commissioning activity as part of development of Service Plans each year.</p>	<p>January 2026</p> <p>March 2025</p>	<p>All Heads of Service, Procurement and Finance Business Partners</p> <p>Insight, Strategy and Delivery Manager</p>



<p>arrangements for sharing lessons learned across departments and with external partners.</p>	<p>Once digitalised Commissioning and Contract Form in place, commissioners prompted to review collated lessons learned at start of any commissioning consideration.</p> <p>Where the commissioning process is delivered as a project or is an element of delivering a wider project, the Council's Lessons Learned Policy &amp; Process for projects will apply. (Policy and Process document can be accessed here=</p>	<p>December 2025</p>	<p>Management function.</p> <p>Collaborative Procurement &amp; Framework Manager</p>
	<p> Lessons Learned Policy and Process - F)</p> <p>Prompts associated with the Lessons Learned sections within the Council's Project Management Methodology and System (Verto) will be reviewed to provide reference to commissioning decisions and processes.</p>	<p>September 2025</p>	<p>Insight, Strategy and Delivery Manager</p>