

TELFORD & WREKIN COUNCIL

CABINET – 20 FEBRUARY 2014

PROCUREMENT INTENTIONS 2014-15

REPORT OF ASSISTANT DIRECTOR: LAW, DEMOCRACY & PEOPLE SERVICES

LEAD CABINET MEMBER: CLLR BILL McCLEMENTS

PART A) – SUMMARY REPORT

1. SUMMARY OF MAIN PROPOSALS

1.1 In order to improve the efficiency and transparency of our procurement processes officers are planning procurements for the coming 12 - 18 months to replace the need for individual reports requesting delegated authority to procure goods and services on behalf of the Council.

2. RECOMMENDATIONS

2.1 That Cabinet note the planned procurement as detailed in Appendix A and note the existing delegation to officers in respect of contracts identified as Minor contracts, and delegate the further decisions about the procurement and award of the contracts identified as Major contracts to the appropriate Assistant Director in consultation with the associated lead cabinet member.

2.2 That Cabinet delegate authority to the Assistant Director: Law, Democracy & People Services the affix the Council seal as appropriate

3. SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Co-operative Council priorities?	
	Yes	This forward planning supports recommendations made by the Commissioning and Procurement Co Operative Council Working Group who requested that the Council give adequate prior notice of intent to commission
	Will the proposals impact on specific groups of people?	
	No	

TARGET COMPLETION/DELIVERY DATE	March 2014	
FINANCIAL/VALUE FOR MONEY IMPACT	Yes	Budget holders have a responsibility to manage their budgets in accordance with Financial Regulations. This includes ensuring that all staff comply with Financial Regulations and Contract Procedure Rules as detailed in the Council's Constitution. MLB 03.01.14
LEGAL ISSUES	Yes/No	The Council is under a duty to secure best value in the goods and services that it procures. Any improvement in procurement processes aligns with that duty. The award of any contract with a total value of £500,000 or more is a key decision and officers would have to ensure that the appropriate constitutional procedures were followed, principally in respect of the Record of Decisions and Call-in. There will be no requirement for additional approvals following this delegation except as may be reserved by Cabinet due to value or profile.
OTHER IMPACTS, RISKS & OPPORTUNITIES	Yes	This process will ensure a consistent approach to procurement and could lead to more efficient procurement and will enable effective resource planning for Finance, Legal and Procurement services
IMPACT ON SPECIFIC WARDS	No	

PART B) – ADDITIONAL INFORMATION

4. INFORMATION

- 4.1 Over recent months SDMs have worked with the Procurement Team and Legal Services to plan their key procurement activity for the next 12 - 18 months. This plan is attached at Appendix A. The plan contains planned activity which will be or may lead to a formal tender process.
- 4.2 Procurement is a continuous process and so the list will need updating from time to time but will be reported to Cabinet in this format to build a sustainable and easily

understood approach to Council procurement for Co Operative Council partners, the voluntary sector and local businesses so that they can plan accordingly.

- 4.3 This process will support improved resource planning for the procurement process itself and the time required from support services such as legal services, finance and procurement.
- 4.4 The Procurement Plan will be monitored by the Procurement Team and the Lead Cabinet Member will be regularly briefed on progress against it.

5. IMPACT ASSESSMENT – ADDITIONAL INFORMATION

- 5.1 Following on from the Co Operative Council work, it has always been the intention to externally publish our commissioning and procurement intentions to help stimulate the market.
- 5.2 At present only procurement intentions are included in this recommended process but the longer term plan is to also include commissioning intentions. This will assist officers in carrying out their duty under The Social Value (Public Services) Act to inform and consult with the community before services are procured.
- 5.3 The Social Value (Public Services) Act duty will also be considered as part of the overall tender evaluation process for any services where possible. Officers will be looking for suppliers to share how their organisation support's the Council's priorities to tackle unemployment, help build sustainable communities and increase business in the Borough.
- 5.4 Suppliers will be encouraged to present their own Social Value Return on Investment. This will show that for every pound the Council spend with them, the Council receives probably twice or more its value in benefit through the employment of long term or young unemployed, a reduction of carbon emissions by working with borough supply chains and apprentice opportunities are realised.

6. PREVIOUS MINUTES **N/A**

**Report prepared by Sarah Bass, Strategic Procurement Services Delivery Specialist,
Telephone: 01952 382470**