

STRATEGY / POLICY FRONT COVER



Strategy or policy: Commissioning and Procurement Policy

Date last revised: Jan 2016 (Current version November 2018)

Links to Council priorities:

Priority	Linked Yes / No?
Public Health and Wellbeing	No
Environment	No
Transforming our Community	No
Efficient and Effective Customer Focussed Services	Yes

Links to Other Strategies and Policies

Service Action Plans, OMT procurement and asset management action plans, Contract Procedure Rules.

Action Plan in this document?

Not specific but actions contained within individual service action plans.

Actions linked to corporate plan objectives?

Yes.

Officer Monitoring

Name of officer responsible for co-ordinating and progressing the action plan:
Chris Mills – Strategic Director (Resources)

Member Monitoring

Name of member champion or committee responsible for over viewing progress of the Policy: N/A.

Has it been subject to a Diversity Impact Assessment?

Assessment at individual service action level.

Has it been subject to an Environmental Sustainability Impact Appraisal?

Assessment at individual service action level.



Castle Point Borough Council

Commissioning and Procurement Policy

For the period

2018/19 to 2019/20

Produced by: Strategic Director (Resources).

Subject to Bi-Annual Review

Approved by:

- Executive Management Team: November 2018

Contents	Page
Introduction	3
Our Key Priorities	3
Definitions	3
Overall Purpose of the Commissioning and Procurement Policy	3
Our Procurement Principles	4
Excellent Services / Value for Money	4
Partnerships and Collaboration	4
Modern Procurement Techniques	4-5
Sustainability	5
The Local Supply Base	5
Equality	6
Governance and Responsibility	6
Procurement Resource	6-7
Safeguarding Children and Vulnerable Adults	7
Anti-Fraud and Corruption	7

1. Introduction

- 1.1 Copies of the Council's Strategies and Policies can viewed on our website at www.castlepoint.gov.uk.
- 1.2 This Policy sets out the Council's commissioning and procurement policy objectives and principles which reflect our corporate objectives and comply with the financial strategy and contract procedure rules. The Policy is supported by actions contained in individual service action plans and a "Procurement Toolkit" provides guidance to officers in all aspects of procurement.

2. Our Key Priorities

- 2.1 This Policy takes account of activities planned for the medium term and is informed by the Corporate Plan and supporting Service Action Plans which also reflect corresponding resource implications.
- 2.2 Our Key Priorities are: -
 - Public Health and Wellbeing
 - Environment
 - Transforming our Community
 - Efficient and Effective Customer Focussed Services
- 2.3 The main aim of this Policy is to set out clearly, the key policy principles which the council and its officers will follow in all commissioning and procurement activities.

3. Definitions

- 3.1 For the purpose of this Policy, Commissioning is defined as the entire cycle of assessing the needs of people in a local area, designing services that meet those needs and then securing them. Procurement is defined as covering the specific activities within the commissioning cycle that focus on the process of buying goods or services, from initially advertising through to establishment of the final contract with the provider.

4. Overall Purpose of the Commissioning and Procurement Policy

- 4.1 The overall purpose of the Policy is to ensure that the Council meets the duty of obtaining value for money in strategic service delivery and in all contracts for goods, works and services.
- 4.2 The Policy provides a route for the Council to use its powers and duty in promoting the economic well being of the borough and encouraging diversity amongst suppliers and in the way services are provided.
- 4.3 When commencing a procurement exercise, those commissioning services will give careful consideration as to how they can secure wider social, economic and environmental benefits for the borough.
- 4.4 Procurement decisions will reflect careful evaluation of social impact eg equality, sustainability, cost, quality and consider the social value with overall consideration on the best means of financing council services, projects and contracts.

5. Our Procurement Principles

5.1 Fundamental to this Policy are the Council's Procurement Principles. These are the principles that will guide how the Council conducts and further develops its procurement activities.

5.2 Excellent Services / Value for Money

To enable the Council to procure what it needs to deliver the best services possible within its available resources.

- Without preference to whether services are provided in-house, externally or through partnership arrangements.
- Continuously improving services through the adoption of innovative practices so that service users see an improvement in both quality and value for money.
- Plan procurement activity in advance of need in order to enable full compliance with the Council's contract procedure and procurement rules.
- Aggregate spend and consider accumulation of spend over consecutive years, on similar goods or services procured across the Council, in order to maximise purchasing power.
- Prioritise procurement expertise on high value and high-risk projects.
- Proactively manage contracts throughout their lifecycle to ensure that they operate effectively and continue to meet requirements.

5.3 Partnerships and Collaboration

The Council defines partnering as the creation of sustainable, collaborative relationships with other organisations. In procurement, this is to secure the delivery of services, carry out projects and acquire goods using combined buying power and leverage based on higher levels of spend, gaining more favourable pricing and terms from suppliers.

- Include partnership options when undertaking service reviews and commissioning of new services, in both management of contracts as well as provision of services, works and supplies.
- Support the voluntary sector to engage with the council and explore the potential for partnerships with local voluntary sector agencies interested in the provision of services for local people.
- Adopt a collaborative approach to procurement by participating in framework contracts and exploration of collaborative procurement opportunities.
- Wherever possible, engage in pre-procurement dialogue with service users, stakeholders and potential suppliers in identifying service needs, priorities, service design and solutions for the delivery of services, as well as performance monitoring.
- Wherever possible, pay particular regard to meeting the diverse needs of our population.

5.4 Modern Procurement Techniques

To make procurement as straightforward as possible for the Council and potential suppliers, in particular to improve access for local suppliers and SMEs and to eliminate anything that does not add value to the procurement.

- Improve the approach to e-procurement and obtain greater efficiencies and effectiveness through its use.

- Continuously improve purchasing arrangements and procedures to reduce administration, time and cost.
- Improve understanding of procurement and commissioning for both internal and external stakeholders.
- Continue to update the contract register and fully utilise it as the basis for planned procurement activity.
- Continue to raise awareness of upcoming procurement opportunities using the Council's website and through the "Gov.UK" website "contracts finder".

5.5 Sustainability

Any procurement decision will aim to minimise harm to the environment and to promote conservation of natural resources.

- Purchasing as little as possible.
- Using sustainable procurement risk analysis to minimise the environmental and social impacts associated with the products and services purchased in the tendering process including carbon footprint implications.
- Purchasing materials from sustainable sources. To this end we will ask our key suppliers for their environmental policies and for details of the environmentally friendly properties of their products.
- Adopting a policy of waste reduction, reusing and recycling.
- Purchasing equipment that is energy efficient and taking account of the whole life cycle and associated costs and benefits.
- Include key sustainability criteria within all contract specifications.
- Engage with suppliers to promote continual sustainability improvements and to use our influence to require and encourage others to procure sustainably.
- To choose products, contractors and suppliers which combine value for money with high environmental performance and in construction to encourage developers and architects to specify new building and refurbishments with affordable, yet high environmental standards.

5.6 The Local Supply Base

We will encourage a diverse and competitive supply market by ensuring that local businesses are given an equal opportunity to participate in competition for Council business, whilst still maintaining a competitive supply market.

- Providing clear advice and guidance to local businesses about how to bid for the Council's work and including them in the Council's approved lists.
- Encouraging the employment of local labour by the council's successful contractors.
- Reviewing how contracts are structured so as to where practicable not prejudice local businesses.
- Be mindful of engagement with ethnic, disabled and other minority group suppliers.
- Tender opportunities above **£25k**, will be published on the Council's website and through the "Gov.UK" website "contracts finder", in pursuant to the "Local Government Transparency Code 2015".
- Contracts awarded with a value of **£5k** or more can be found on the Council's website

5.7 **Equality**

Procurement processes and documentation will reflect the Council's Equalities and Diversity Policy.

- Equality issues will be considered as a key requirement in any contract which involves direct contact with the public or where the contractor is acting on the Council's behalf in a public environment.

6. **Governance and Responsibility**

6.1 Responsibility for the Council's procurement activities is assigned to the Strategic Director (Resources) who oversees aspects of procurement discharged through the Governance Group and the Operational Management Team. Strategic Director (Resources) is supported in this role by the Head of Law and the Facilities and Assets Manager.

6.2 Operational Management Team meet monthly and will consider reports on an ad-hoc basis although a number of specific meetings per year are allocated to Procurement.

6.3 The key control over procurement activities is the Council's contract procedure rules which set out the rules governing all aspects of procurement activity and outline procedures to be followed for procurements that fall within set levels of spend. This is aided by the procurement toolkit.

6.4 The Council complies fully with the requirements of the Local Government Transparency Code 2015.

6.5 The following actions are undertaken annually in support of this Policy.

- Review of Procurement and Commissioning Policy
- Review and update of Procurement Toolkit
- Refresh and re-distribution of Procurement Leaflet (guidance)
- Refresh of published Transparency information
- Spend and Supplier analysis
- Review of contract procedure rules

7. **Procurement Resource**

7.1 To meet our Procurement objectives, the Council needs access to high calibre procurement expertise and governance. Castle Point is a small district Council with limited resources and therefore considers that collaborative working arrangements are essential.

7.2 The Council is therefore an active member of the Essex Procurement Hub (EPH). The EPH has been established by a neighbouring council (Braintree District) to support Essex Councils that have no dedicated procurement resource. This shared service ensures that the council has access to a fully qualified procurement professional for 2 days per week to assist with procurement projects.

7.3 The Council's e-procurement module is an integral part of the finance system (ABS Cedar E-financials) for the control and management of electronic on line ordering.

7.4 The Council has implemented e-invoicing, to fully integrate the management, processing and monitoring of documents between customers, suppliers and the Council.

7.5 The Council also has access to an e-tendering application, enabling the whole tendering process to be managed electronically.

8. Safeguarding Children and Vulnerable Adults

8.1 When procuring services the Council shall ensure that where relevant all contractors or suppliers appointed by the Council are made aware of the Council's safeguarding policy.

9. Anti-Fraud and Corruption

9.1 When procuring services the Council shall ensure that where relevant all contractors or suppliers appointed by the Council are made aware of the Council's Anti-Fraud and Corruption and prosecution policy and are able to report all suspicions and allegations of irregularity.