



# **PROCUREMENT STRATEGY 2015 - 2018**

**September 2015**

**Version 3.1**

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## **EXECUTIVE SUMMARY**

The Council's Vision for Procurement is to:

"Promote excellence and modernisation across the Council in all aspects of our procurement practice, to support the efficient and effective achievement of corporate priorities and the delivery of improved services to our customers"

This document sets out a three year strategy in line with the National Procurement Strategy to define how the Councils spend with external suppliers will be managed to achieve maximum effectiveness.

### **Roles and responsibilities related to this Strategy**

The Procurement Gateway Board<sup>1</sup> is responsible for maintaining, monitoring and developing this Strategy.

Delivery will be the responsibility of the Financial Services Team Manager with the Procurement Officer supporting departments and their staff in meeting its objectives. Performance against the outcomes will be measured via the Procurement Plan.

## **WHERE WE ARE**

### **What we buy**

The Council spends approximately £22m each year on goods, works and services covering a wide diverse market-place including Housing, Facilities Management, IT, Environment, Waste management, Leisure and professional services i.e. consultancy.

### **How we buy**

Procurement is largely devolved across the organisation with varying levels of authority (i.e. decision making and order-raising operating with a diverse market-place).

Procurement activity is managed and monitored by a corporate procurement resource with support and expertise readily available from Legal Services to ensure compliance with contract procedures.

The council has e-tendering software in place for quotations and tenders.

### **Key Procurement Challenges**

Delivering quality services with reduced budgetary funding and resource.

Implement the newly revised Public Contracts regulations 2015 and meet the standards laid out in the National Procurement Strategy for Local Government 2014.

Increased analytical activity in the collation, analysis and dissemination of data to meet the recommendations of the Local Transparency Code and responding to 'Freedom of Information' requests.

To ensure that staff are equipped with the right skill-base, knowledge and aptitude to maintain a corporate perspective and deliver good procurement practice.

Meeting Government's expectations in how the council's procurement activity can be used to increase social value, foster local enterprise, support local business and promote local prosperity (Public Services (Social Value) Act 2012).

<sup>1</sup> The Procurement Gateway Board is responsible for providing the organisation with assurance and confidence that procurement is managed effectively and appropriately and to be the council's advisors/experts in procurement.

## **WHERE WE WANT TO BE**

In the light of these challenges North West Leicestershire District Council aims to make itself a procurement centre of excellence, providing a quality service to its internal customers, engage positively with the market-place and achieving the goals set out in the procurement strategy action plan.

## **HOW WE INTEND TO GET THERE**

With reference to the National Procurement Strategy there are four key development areas, each with their own particular challenges as outlined below which need to be addressed:-

### **VALUE FOR MONEY**

#### **Category management**

- Pursue a category management strategy across the organisation aggregating costs to maximise value for money opportunities

#### **Partnering and collaboration**

- Partner with other authorities on collaborative arrangement making use of Public Sector frameworks where appropriate

#### **Contract management**

- Identify, train and up-skill members of staff to enable them to manage and monitor key suppliers to ensure Key Performance Indicators and Service Level Agreements are being met

#### **Transparency**

- Update on a regular basis the business portal on the councils website and use other media devices to inform the market-place of forthcoming quotation and tender exercises

### **SUPPORTING LOCAL ECONOMIES – BUY LOCAL**

- To regularly monitor and review local Small and Medium Enterprises (SME) category spend and pro-actively support suppliers to bid for council business and work with all suppliers to increase social value, foster local enterprise, support local business and promote local prosperity.

## **LEADERSHIP**

#### **Commitment to Procurement good practice and compliance**

- Scrutiny, monitoring and management of all procurement activity by the Procurement Gateway Board. Maintain vigilance and ensure compliance to government policy, UK and EU legislation,

## **MODERNISING PROCUREMENT**

#### **Commercialism and income generation**

- Conduct market research of individual category market-places liaising with other public sector bodies with a view to collaborate and share good practice.

#### **Supplier innovation**

- Conduct a business case and commercially inspired approach to every procurement using management information to determine the right solution.

#### **Using technology**

- Enabling e-procurement technology to reduce costs and increase efficiency.

## PROCUREMENT STRATEGY ACTION PLAN

| Actions   | Owner  |
|---|--|
| <b>VALUE FOR MONEY</b>  |  |
| To maintain a “continuous improvement” ethos throughout the organisation to manage and monitor cost and efficiency savings through good procurement practice  | Procurement Gateway Board  |
| To support a category management approach throughout the organisation based on spend analysis data and related management information   | Financial Services Team Manager\Procurement Officer                |
| Maintain the contracts register and procurement plan to ensure that all market testing activity is legally compliant and deadlines are met  | Financial Services Team Manager\Procurement Officer                |
| Engage with other councils to explore collaborative opportunities and review framework opportunities with Professional Buying Organisations i.e. ESPO, CCS  | Procurement Officer  |
| <b>SUPPORTING LOCAL ECONOMIES – BUY LOCAL</b>   |  |
| Implement the requirements of the Public Services (Social Value) Act 2012 and Local Transparency Code.  | Procurement Gateway Board  |
| Engage with local businesses, voluntary and 3 <sup>rd</sup> sector organisations promoting the councils commercial and social support opportunities i.e. Local Chamber of Commerce                              | Financial Services Team Manager\Procurement Officer                |
| Support local businesses to bid for council business by providing training and organising seminars and meet the buyer events.   | Financial Services Team Manager\Procurement Officer                |
| <b>LEADERSHIP</b>   |  |
| Give assurance\confidence to local communities, business and employees that the councils procurement is managed effectively and appropriately in accordance with legislation and government policy              | Procurement Gateway Board  |
| Provide pro-active support to the Procurement Gateway Board by identifying opportunities and matters of contractual risk  | Financial Services Team Manager\Procurement Officer\Legal Services |
| Up-skill, train and update those staff who are engaged on procurement activity to maintain a corporate perspective and promote good procurement practice  | Financial Services Team Manager\Procurement Officer                |
| <b>MODERNISING PROCUREMENT</b>  |  |
| Ensure that procurement policy and procedures are in line with current legislation, good practice principles and maximising the benefits of technology  | Procurement Gateway Board  |
| Conduct research and carry out soft market testing where necessary in order that procurements are focussed and future proofed   | Financial Services Team Manager\Procurement Officer                |
| Maintain good networking relationships with other procurement professionals to ensure that good practice and principles are shared and identify and explore opportunities for income generation and sponsorship | Procurement Officer  |
| Maintain and update the business portal on the councils website using appropriate communication media to engage with the market-place   | Procurement Officer  |