

**REPORT TO:** CABINET

**DATE:** 9 JULY 2020

**TITLE:** PROCUREMENT STRATEGY UPDATE

**PORTFOLIO HOLDER:** COUNCILLOR FRANCES MASON, PORTFOLIO HOLDER FOR GOVERNANCE, EQUALITY AND DIVERSITY

**LEAD OFFICER:** SIMON HILL, HEAD OF GOVERNANCE  
(01279) 446099

**CONTRIBUTING OFFICERS:** JULIE GALVIN, LEGAL SERVICES MANAGER  
(01279) 446045

BEV THOMAS, RELATIONSHIP AND COMMISSIONING MANAGER  
(01279) 446252

**This is not a Key Decision**

**It is on the Forward Plan as Decision Number I010603**

**The decision is not subject to Call-in Procedures for the following reason:**

The recommendations are within the scope of the original budget and Corporate Plan approved by Full Council in February 2020.

**This decision will affect no ward specifically.**

**RECOMMENDED that:**

- A** The Procurement Strategy (attached as Appendix A to the report) is approved as the framework for achieving the Council's objectives and aspirations in the procurement of goods, works and services.
- B** The Head of Governance, in consultation with the Portfolio Holder for Governance, Equality and Diversity is delegated authority to make minor and inconsequential amendments which reflect changes in the law.

**REASON FOR DECISION**

- A** To update the Procurement Strategy to incorporate legislative changes related to procurement and to reflect the governance expectations of the Council.

**BACKGROUND**

1. The Procurement Strategy was last reviewed by Cabinet in 2018. This review formalises any updates in legislation and the Council Governance expectations

which have taken place since then. In particular, the development of the Council's Climate Change Strategy and Equality & Diversity Action Plan.

2. The review provided an opportunity to strengthen the Council's commitment to equality and safeguarding duties through its decision making. Whilst ensuring those with whom the Council contracts or share services apply the same high standards of lawful processing and storage of data as well as eliminating Modern Slavery and Human Trafficking within its business supply chains.
3. The Strategy includes reference to the Local Government Association's National Procurement Strategy and highlights the continuing development of comprehensive Procurement Guidance documents. These documents, together with appropriate advice, provide practical information about how to comply with the strategic principles.
4. The use of Contracts Finder, the Council's procurement portal, and other ways in which opportunities are published to the market ensures that the widest range of suitable bidders are informed, including small, local businesses.
5. The Council's standard terms and conditions continue to include the Council's governance expectations to prevent discriminatory practices and encourage suppliers to embrace the Council's aims for the Living Wage and Apprenticeships.

## **ISSUES/PROPOSALS**

6. During the lifetime of this Strategy, the legislative change because of Brexit will place further requirements upon the Council to act. It is suggested that in such instances delegated authority to update the Strategy is appropriate and effective.
7. Major changes in policy or where there is discretion would still be reported for Members to consider.
8. It is proposed that adoption of this Strategy is the best way to set the framework for achieving procurement which is lawful, ethical, and value for money.

## **IMPLICATIONS**

### **Environment and Planning (Includes Sustainability)**

As contained within the report.

**Author: Andrew Bramidge, Head of Environment and Planning**

### **Finance (Includes ICT, and Property and Facilities)**

The adoption of the revised Procurement Strategy will underpin the procedures and activity undertaken across services to ensure that the Council achieves value for money in its procurement activity and that such activity is compliant with the relevant legislation.

**Author: Simon Freeman, Head of Finance and Deputy to the Chief Executive**

### **Housing**

As contained within the report.

**Author: Andrew Murray, Head of Housing**

### **Community Wellbeing (Includes Equalities and Social Inclusion)**

As contained within the report.

**Author: Jane Greer, Head of Community Wellbeing**

### **Governance (Includes HR)**

The adoption of an up to date strategy for procurement supports good governance in decision making and the role of the Council as a community leader by setting the framework for the way in which it conducts business.

**Author: Simon Hill, Head of Governance**

### **Appendices**

Appendix A – Procurement Strategy 2020

### **Background Papers**

None.

### **Glossary of terms/abbreviations used**

None.