

JOINT PROCUREMENT STRATEGY 2009/12 Extended to 2014 2011/12 Update

VISION

- ▶ Carry out all procurement in line with procurement best practice and legislative requirements
- ▶ Support the achievement of corporate priorities in the two councils, particularly the achievement of value for money
- ▶ Obtain goods, works and services which achieve the optimum combination of value for money and the management of risk to meet the needs of stakeholders

| JOINT PROCUREMENT PRIORITIES | | | | |
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| | Procurement that is effectively managed and monitored complying with relevant rules both internal and external | Procurement that engages all buyers/commissioners, is market aware and delivers sustained competitiveness and value for money | Procurement that is inclusive, sustainable and socially responsible | Procurement that works with partners and suppliers to everyone's advantage and exploits the benefits of technology |
| Strategy Objectives | <ol style="list-style-type: none"> 1. To ensure that all procurement is in accordance with EU rules, the Council's Contract Procedure Rules and published Procurement Guidance and Best Practice. 2. To deliver an effective service which maximises efficiency for joint procurement, collaborative working and the establishment of shared services. 3. To ensure that procurement governance arrangements set for the procurement partnership are effectively met and the commitments set out in the SLA between the two Council's are delivered. | <ol style="list-style-type: none"> 4. To contribute to the achievement of the Council's targets for efficiency gains 5. To involve buyers/ commissioners / customers in shaping the new service effectively and ensure effective procurement training. 6. To put in place procurement contracts which will maximise the delivery of value for money across the two councils. 7. To contribute and participate in Lancashire Procurement Hub and Central Lancashire projects and opportunities wherever this is mutually beneficial. | <ol style="list-style-type: none"> 9. To encourage a mixed range of suppliers to help create a varied and competitive marketplace. 10. To ensure that small firms are not unfairly excluded from bidding for council business. 11. To reduce the negative effect on the environment of the products and services we buy. 12. To promote and demonstrate best practice for sustainable procurement 13. To ensure that procurement activity incorporates statutory requirements and local aspirations in regard to Equality and Diversity. | <ol style="list-style-type: none"> 14. To electronically enable as many steps in the procurement cycle as possible. 15. To introduce, where feasible, further e-Commerce solutions eg e-auctions, e-tenders and Purchase cards subject to a rigorous business case being met. |
| Key Actions / Projects 2011 / 12 - 2013/14 | <ol style="list-style-type: none"> 1. Provide professional procurement guidance on major procurement and other projects ensuring that effective option appraisal analysis is conducted in both councils. 2. In conjunction with Legal Services, evaluate the range of NWIEP Model Conditions of Contract, and adapt implement and publish these as appropriate. 3. Develop and implement Model Template, Pre- Qualification, Request for Quotation and Tender documents to simplify the procurement process. 4. Keep updated, develop and review the range of procurement guidance information available on SRBC Connect and CBC The Loop 5. Ensure the register of Contracts is effectively published and maintained within the two councils. 6. Carry out a User Survey across both Councils to monitor satisfaction with the procurement service. Target 87% Satisfaction 7. Maintain /Achieve 33% Professionally qualified procurement employees (FTE's) as a % of total procurement employees | <ol style="list-style-type: none"> 8. Maintain a clear picture of the procurement landscape at both authorities to identify key action areas and collaborative opportunities in liaison with Senior Management. 9. Identify the best opportunities for establishing Shared Services in liaison with the Team Lancashire Shared Services Board. 10. Maximise the use of framework agreements and collaboration arrangements with other partners where they are competitive. 11. Work towards the achievement of a Procurement savings target of £500,000 cumulative savings per authority over the extended 5 year strategy life. 12. Engage and contribute to work undertaken by the Lancashire Procurement Hub and other collaborative opportunities | <ol style="list-style-type: none"> 13. Promote and monitor the effectiveness of the Sustainable Procurement policy through regular updating of the Sustainable Procurement Register. 14. Ensure relevant procurement exercises incorporate sustainability factors as appropriate within the specification and evaluation criteria 15. Work with Equality officers at both authorities to review and publish updated common guidance on integrating Equality issues into the Procurement process 16. Wherever possible and practical (within legal constraints), support local and third sector suppliers by encouraging them to engage in appropriate procurement exercises. | <ol style="list-style-type: none"> 17. Embed and promote the North West Regional Procurement Portal "The Chest, including e-tendering. 18. Implement the Spend Analysis tool "Spend Pro" promoted and part funded by NWIEP 19. Achieve CBC/SRBC Combined PI Targets of: <ul style="list-style-type: none"> - Payment by electronic means (BACS) 92% -98% of suppliers invoices paid within 30 days -85% of suppliers invoices paid within 22 days -50% of suppliers invoices paid within 10 days 20. To increase the number of purchase orders issued electronically at SRBC in line with CBC rates (target 66%) 21. Maintain updated Selling to the Council Guide and procurement area on the Councils' respective websites |
| <p>Lead Officer</p> <p>Targets 19 and 20 Systems Development and Exchequer Services Accountant Target 9: SMT All other targets: Principal Procurement Officer</p> | | | | |