

ISLE OF ANGLESEY COUNTY COUNCIL

REPORT TO:	EXECUTIVE
DATE:	20 APRIL 2015
SUBJECT:	PROCUREMENT STRATEGY AND PROCUREMENT POLICY
PORTFOLIO HOLDER(S):	CLLR HYWEL EIFION JONES
HEAD OF SERVICE:	RICHARD MICKLEWRIGHT
REPORT AUTHOR:	SIGNED ROWLANDS
TEL:	01248 752136
E-MAIL:	sionedrowlands@anglesey.gov.uk
LOCAL MEMBERS:	

A - Recommendation/s and reason/s

As part of the transformation project, and particularly the Procurement Improvement Project, the Council has produced this Procurement Strategy. Its purpose is to set out a framework for all procurement decisions, so that they are taken in the context of the Council policies and procedures, as well as the legal and other regulatory requirements. It, therefore, aims to provide improved value for money in the procurement process, thereby assisting the achievement of value for money in the delivery of services or the purchasing of goods.

This new Procurement Strategy places greater emphasis on local procurement issues, sustainable development, the National Procurement Service and the Welsh Government's efficiency agenda as well as directing and promoting professional procurement processes across the Authority.

Procurement decisions for the Authority will be made to deliver best 'value for money' outcomes for the Authority and will deliver results that 'best serve' the needs of the local community.

B - What other options did you consider and why did you reject them and/or opt for this option?

N/A

C - Why is this decision for the Executive?

We need to seek approval for the procurement strategy and policy.

CH - Is this decision consistent with policy approved by the full Council?

D - Is this decision within the budget approved by the Council?

N/A

DD - Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	APPROVED 23 March 2015
2	Finance / Section 151 (mandatory)	This is a Section 151 Officer report
3	Legal / Monitoring Officer (mandatory)	Comments received and documents amended to reflect the changes
4	Human Resources (HR)	
5	Property	
6	Information Communication Technology (ICT)	
7	Scrutiny	
8	Local Members	
9	Any external bodies / other/s	
E - Risks and any mitigation (if relevant)		
1	Economic	Comments received and document amended to reflect the changes.
2	Anti-poverty	N/A
3	Crime and Disorder	N/A
4	Environmental	N/A
5	Equalities	Equalities covered within the Strategy.
6	Outcome Agreements	
7	Other	
F - Appendices:		
<p>APPENDIX A - PROCUREMENT STRATEGY 2015-2018 APPENDIX B - PROCUREMENT POLICY APPENDIX C - ACTION PLAN TO DELIVER THE PROCUREMENT STRATEGY</p>		
FF - Background papers (please contact the author of the Report for any further information):		

PROCUREMENT STRATEGY 2015-2018**1. Introduction**

- 1.1 Procurement is a devolved function within the Authority, many of the processes are paper based and manual. Procurement spend is circa £90m annually. The Authority issues circa 29,000 purchase orders each year and receives 49,692 invoices, of which 11,000 invoices are under £50.00.
- 1.2 It has become clear that there are a wide range of activities taking place across different department where skills and knowledge differ within departments.
- 1.3 The Procurement Improvement Programme will provide Isle of Anglesey County Council with an approach that will address the shortfalls identified in recent Internal Audit reports and the KPMG report; it will help to shape Procurement going forward. In addition, it will give better control over annual expenditure for goods and service contracts and provide services with the appropriate expertise and guidance to deliver value for money throughout the Authority in its strategic and day to day requirements. Internal Audit provided a report that indicated that there was a need for better management of the existing de-centralised Framework Agreements and Contracts to provide visibility and ensure ongoing adherence and compliance with current EU and UK legislation on Public Sector spend, these findings were also supported by the Value Wales Fitness Check.
- 1.4 This new Strategy takes greater account of local procurement issues, sustainable development, the National Procurement Services and the Welsh Assembly Government's efficiency agenda as well as directing and promoting professional procurement across the Authority.

2. Background

- 2.1 The Strategy will set the framework through which the Isle of Anglesey County Council will ensure that its procurement activities deliver value for money and directly contribute to the achievement of the Authority's Transformation Programme.
- 2.2 It recognises that the procurement of goods, works and services has a major impact on many aspects of the Authority's corporate aims, including the savings agenda and economic development.
- 2.3 These are, therefore, reflected in the Council's Procurement Policy, practice and improvement outcomes. The Isle of Anglesey County Council believes that services, supplies and works procured by the Council should be high quality, achieve value for money and, above all, be customer/user focused. In this regard, the Council operates a 'mixed economy' in relation to procurement. Goods, works and services can be delivered directly via in-house provision, in partnership with other service providers or by contract through numerous external suppliers and contractors.
- 2.4 Effective procurement is fundamental to the Isle of Anglesey County Council and the delivery of value for money, community well-being and sustainability through procurement will only be achieved by the adoption and practice of the procurement vision and aims promoted by this Strategy.

3. What do we mean by Procurement?

- 3.1** Procurement is defined as ‘the process of acquiring goods, works and services, covering both acquisitions from third parties and from in-house providers. The process spans the whole cycle from identification of needs, through to the end of a service’s contract or the end of the useful life of an asset. It involves option appraisal and the critical “make or buy” decision which may result in the provision of services in-house in appropriate circumstances’.
- 3.2** Procurement decisions for the Authority will be made to deliver best ‘value for money’ outcomes for the Authority and will deliver results that ‘best serve’ the needs of the local community.
- 3.3** It is vital that these services are delivered to the highest possible standards within existing budget constraints and we must demonstrate that we have explored all areas of possible savings. This will, therefore, lead to a contracting process that affords the greatest value for the Council and the community.

4. Our Vision for Procurement

- 4.1** The Isle of Anglesey County Council will demonstrate continuous improvement and the achievement of value for money through the effective procurement of its goods, works and services.
- 4.2** The Authority will advertise all procurement opportunities over the tender threshold on Sell2Wales in order to maximise the opportunities for local SME’s and all other contractors and ensure best value for money.

5. To Achieve this Vision

- 5.1** The Isle of Anglesey County Council will procure goods, services and works by the most efficient, sustainable and cost effective means to help ensure that its needs and those of the local community are met.
- 5.2** This will be within a clear framework of accountability and responsibility that adopts legally compliant, best practice procurement procedures and techniques.

6. How do we get there?

- 6.1** The Authority has set up a new team within procurement, the team will assist departments with tenders and contract. They will provide advice and guidance on the best route to market and ensure compliance with Internal Contract Procedure Rules and EU Regulations. We also need to ensure that a collaborative approach is implemented, whereby the procurement knowledge, experience and expertise already within the Council is pooled across the organisation supported by the specialist knowledge of the Central Procurement Unit. Any gaps in local knowledge, experience and expertise should be filled by collaborative arrangement with other public sector organisations.
- 6.2** This Procurement Strategy sets out the priorities for procurement in the Council and will play a vital part in helping us to achieve value for money and compliance with regulations.

7. Welsh Language Requirements

The Welsh Language (Wales) Measure 2011 modernises the legal framework regarding the use of the Welsh language in the delivery of public services. The Measure enables Welsh Ministers to specify standards of conduct relating to the Welsh language. Standards will gradually replace the existing system of Welsh language schemes provided for by the Welsh Language Act 1993. We will be required to comply with the Welsh Language standards that will be set by the Welsh Language Commissioner.

8. Aims of the Strategy

8.1 Supporting the Local Economy

8.1.1 Procurement legislation does not allow the Council to simply favour small or local businesses over others. Its supplier selection and tender evaluation procedures must be transparent, non-discriminatory and based on best value. However, it is possible to take sustainability and quality into account, such as response times etc, when service delivery options are being considered. Legislation allows factors such as carbon footprint, replacement cycles and social benefits to be taken into consideration wherever it is appropriate to the contract. Social benefits would clearly have to be defined beforehand in order to be taken into consideration.

8.1.2 The correct stage to address local sustainability issues is right at the beginning of the procurement process – during the formation of the business case and in the writing of the specification. In order to do this successfully, those involved in the procurement and commissioning process need to be knowledgeable and familiar with what the market can offer in terms of added value and this can only come about by regular dialogue and consultation with providers and potential providers. To ensure the Council gives appropriate opportunity and consideration to the local business community:-

8.1.2.1 The Council has signed up and is fully committed and supported to the principles of the Welsh Assembly Government's Opening Doors Charter and will fully apply all details of that Charter to help ensure that local small to medium size enterprises are given full opportunity to compete for and provide goods, services and works to the Authority.

8.1.2.2 Working in connection with Business Wales, the Council will engage with the local business community and aim to raise awareness of "how to do business with the Council".

8.1.2.3 The Council will seek to encourage, support and develop Small to Medium Size Enterprise (SME's) markets where possible to maximise the local benefit of procurement opportunities, subject to compliance with relevant procurement regulation.

8.1.2.4 The Council will look to adopt whole life costing principles to major procurement activities, by recognising the impact on the social, economic and environmental wellbeing within the Island.

8.1.2.5 The Authority holds 'meet the buyer' events prior to the tendering process in order to ensure that current and potential suppliers are aware of any commercial opportunities that will arise. We work with Business Wales, they are there to guide suppliers on filling in the tender documents, example would be 'repairs and maintenance' framework.

8.2 Sustainability

8.2.1 The Council recognises it has a vital role in furthering sustainable development, through its procurement of goods, works and services. Procurement decisions have a major socio-economic and environmental implication, both locally and globally, now and for future generations. In this respect the Council will, therefore, strive comply with the following:-

- Educate, train and encourage internal purchasers to review their consumption of goods and services, reduce usage and adopt more environmentally friendly alternative products;
- Develop and communicate a sustainable procurement policy to all staff, suppliers and stakeholders;
- Promote and embed best practice for sustainable procurement;
- Consider the costs and benefits of environmentally preferable goods, suppliers and services and build these, as applicable, into the procurement process;
- Investigate opportunities for recycling, reduced usage, bulk delivery and better packaging;
- Fully support the Council's commitment to Small Businesses (the Opening Doors Charter);
- Ensure that, where appropriate and allowable, sustainability criteria are part of the supplier evaluation process and are used in the awarding of contracts;
- Within contracts, we could build in 'community benefits' clauses and encourage contractors to use local sub-contractors or use local produce, a good example would be the school meals contract. Community benefits can be differentiated between core and non-core;
- Address perceived barriers to the Council doing business with small businesses & the third sectors;
- Comply with relevant legislation in relation to sustainability;
- Support achievement of Council targets for sustainable improvement.

8.3 How procurement can contribute to delivering the Efficiency Strategy

8.3.1 It is recognised that efficiencies in procurement will make a vital contribution towards the Council's overall savings targets. The Isle of Anglesey County Council will procure goods, services and works by the most efficient, sustainable and cost effective way to ensure we achieve value for money.

8.3.2 The Council's Efficiency Strategy 2014-2017 reflects eight efficiency principles as follows:-

- Ensuring Value for Money;
- Reducing the cost of management, democracy and bureaucracy;
- Transforming statutory services;
- Working with others to save money/services;
- Getting the most out of our staff;
- Increasing Income;
- Challenging delivery of non-statutory services where others can/could provide them.

8.3.3 Procurement will work with the National Procurement Services and will utilise their framework agreements for all common and repetitive spend contracts. The Corporate Procurement Team will also test the market on all areas of non-compliance of spend.

8.3.4 In order to achieve these efficiencies, Procurement will contribute through:-

- **Collaboration:** working with other public sector bodies and Value Wales (Procurement) to obtain better value from contracts by combining buying power and sharing the costs of tendering;
- **Standardisation:** ensuring procurement processes and documentation are standardised throughout the Council to the maximum extent possible. Please refer to the Procurement Handbook;
- **E-Procurement:** implementation of an electronic procurement system throughout the Council and using modern procurement tools such as Purchase Cards and E-Tendering to drive down process costs and tools such as E-Auctions to drive down purchase prices;
- **Aggregation of Demand:** we shall continue to analyse historical purchasing management information to identify areas where corporate contracts can bring better economies of scale;
- **Consolidation of Supply:** by consolidating our requirements, we shall aim to work with fewer suppliers, helping to ensure that those we do work with see us as an important customer and provide an appropriate level of service.

8.4 Process Control and Framework

8.4.1 European Union Procurement Directives, The Public Contracts Regulations 2015 as well as the Contract Procedure Rules for the Isle of Anglesey County Council and other regulatory guidance set out the bases within which all procurement must take place. It is fundamental that there is openness and transparency in procurement and all processes that we employ or are to adopt must reflect this fact whilst still remaining responsive to the modernising agenda for the Welsh and UK local government.

8.4.2 To deliver an effective purchasing and process control framework, the Council will:-

- Ensure adoption of procurement practices in line with legislative regulations and Council policy and work to maintain individual compliance in relation to these;
- Monitor and measure procurement activity to ensure best practice, legal compliance and compliant spend issues are identified;
- Ensure Financial Regulations and Procedures provide appropriate internal rules of control are reviewed to take account of any future changes in procurement practice e.g. electronic procurement;
- Update and develop the Procurement Handbook to provide specific procedural guidance to Council staff. The document to be revised to take account of developing and emerging issues that are currently of focus within UK government and also to take account of those issues that are being brought to the fore by the current economic climate;
- Up-date the 'Corporate Contracts Register', encompassing all major procurements that are due in the following 2-5 years;
- Continue to develop our Contracts Register to ensure that there is awareness of the Council's existing and future contractual arrangements. Ensure visibility of this is provided not only across the Council but also to external businesses who may wish to be considered for future opportunities;
- Ensure that the Contract Register is visible on the Council's website.

8.5 Capability, Development and Communication

- 8.5.1** The Council will be open with all internal and external stakeholders in terms of how, when and why it is undertaking procurement activities. It will, therefore, develop a specific communications plan to provide information to all officers of the Isle of Anglesey County Council as well as to current and prospective suppliers. The Council aims to provide equality of opportunity and access to the best suppliers for the Council.
- 8.5.2** The Council will ensure fairness and transparency within their procurement process. This includes ensuring that we satisfy statutory duty to equality and ensure that subcontractors/suppliers comply with the Equality Act 2010. We will carry this out through:-
- Focus on providing information to all Companies in line with the 'Working with Anglesey Document';
 - Provide visibility of our Contracts Register to all Suppliers;
 - Ensure the Council's principles of equality are incorporated in to procurement activity by ensuring suppliers / contractors satisfy all diversity requirements;
 - Ensure that all procurement activity with all potential providers is in accordance with best practice guidelines and relevant legislation;
 - Give opportunity for debrief to those who have been unsuccessful in our procurement exercises, to develop and make them better equipped for any future Council procurement exercise they may become involved in;
 - Ensure that internal communication (via the intranet, the Strategic Procurement Group) is developed and supportive of a corporate ethos for procurement being embedded across the Authority;
 - Provide training sessions to raise the awareness of procurement issues and to deliver the desired quality of procurement across the organisation;
 - Ensure that all departments will comply with procurement regulations;
 - Provide initial training to Members as part of the Member training programme.

8.6 Electronic Procurement

The Council's Vision for E-Procurement

- 8.6.1** The Isle of Anglesey County Council will make best use of Information & Communication Technology (ICT) to reduce the cost of the procurement process for both the Council and its suppliers and contractors.
- 8.6.2** E-procurement is not seen as an opportunity to drive down prices at the expense of suppliers and contractors. Savings are anticipated from greater controls over 'on-contract' spending, reduced transaction and processing costs and appropriate discounts with suppliers and contractors who may receive high volumes of business from the Council. For staff across the Authority, it is intended that E-procurement will be easy, secure and user friendly. Whether by a fully integrated procurement system or the use of purchasing cards and online ordering systems, the chosen procurement method needs to integrate with the Council's accounting systems to enable 'real-time' financial management of procurement expenditure. E-procurement will mean that procurement management information is available. The detail of information (never previously available) will be directly used to help develop and improve services provided for Anglesey.
- 8.6.3** **Implementing Electronic Procurement**
- E-Procurement Strategy**

8.6.4 Through the application of E-procurement, the Council will achieve efficiencies in the procurement cycle especially for regular procurement activities. By improving the tools available, together with the use of purchasing cards, the Council will add value to our current purchasing arrangements. It will communicate electronically with suppliers where possible and look to access appropriate E-Marketplace sites. The Council will look to implement new E-sourcing tools such as E-tendering and E-auctions. As these new facilities become embedded, the Council will increase collaborative working and sharing of information with other Public Sector Bodies.

8.6.5 All contracts will make provision for E-procurement processes to be used wherever practicable. The adoption of E-procurement will assist procurement activities to move from a devolved operational focus to a consolidated strategic approach. This, in turn, will consolidate spend and prevent duplication of processes and enable greater all-round visibility. This will facilitate and allow for the management of spend across the Authority to be scrutinised.

8.6.6 The Council's key aims for E-procurement are:-

Development of a comprehensive E-procurement infrastructure, which will deliver best practice E-procurement solutions for the Council. To map out the way forward on reforming and continuously improving the procurement function across the Council, whilst still reflecting the core values and corporate objectives. The Council therefore aim to:-

- E-enable the E-sourcing tools;
- Encourage local business to trade electronically with the public sector;
- Standardise procurement documentation and procedures;
- Provide detailed management information;
- Information of best value, compliant procurement activity.

8.6.7 To develop and implement our E-procurement vision and aims, the Council will:-

- Identify and evaluate E-procurement solutions which will widen the E-procurement capability of the Council;
- Ensure that any such solutions and Business Cases are compatible with the Council's overall strategies and policies;
- Ensure that any such solutions include and provide efficiencies & benefits to back-office systems as well as traditional procurement activity. Introduce appropriate electronic procurement solutions, including Portals/marketplace(s), quotations, tendering and auctions;
- To identify key areas of spend and categorise them into groups appropriate to each E-procurement solution.

8.7 Collaboration

8.7.1 The Isle of Anglesey County Council seeks to gain from sharing best practice and is committed to maximising opportunities for delivering better value for money through collaborative procurement arrangements. It recognises the value that appropriate collaboration with our public sector partners has in maximising economies of scale and buying power. To work actively to exploit the benefits from continued and new collaborative opportunities we will:-

- Work with the National Procurement Services;
- Increase levels of financial benefit and service delivery by the delivery of collaborative contracts in line with an agreed work plan;
- Give appropriate consideration to the increasing range of collaborative contract opportunities available to Public Sector Organisations via the Crown Commercial Services and other Purchasing Organisations;
- Work in partnership with other Authorities on relevant procurement issues to gain knowledge, share information and work to build any results obtained into our future procurement activity.

8.7.2 Any level of collaboration should meet the following key principles:-

- Collaboration to be considered if one or more authorities, or other sectors, identify the opportunity where a common theme exists;
- The principle that collaborations can be considered at different levels:- regionally, sub-regionally, nationally or locally with non Local Authority partners ;
- Full considerations must be given to all options supported by a robust business case before committing to any collaboration project;
- Collaboration must only be undertaken where there is a clear benefit to the Authority;
- The Council's Welsh language policy must always form part of any collaboration scheme involving Anglesey.

8.8 Managing our Suppliers and Contractors

8.8.1 The Council recognises the need to encourage a mixed range of suppliers that help to deliver best value for money via a varied and competitive market place. The Council is, therefore, committed to developing our arrangements with contractors and suppliers in a way that is appropriate to best practice procurement principles and where it provides the best outcomes.

8.8.2 In addition, the Council recognise that effective contract management will increase value for money and quality of service provided and we will strive to achieve and maximise benefits that sound contractual relationships deliver.

8.8.3 To assist in 'best practice' management of our supply base the Council will:-

- Assess and evaluate our suppliers and contractors in line with criteria relevant to the contract being undertaken;
- Ensure that relationship management of Companies and contracts is matched to the value and business risk of the purchase;
- Consider financial strength, stability and other criteria considered relevant of companies in relation to suitability of ability to tender and/or in relation to potential award of business;
- Evaluate and manage risk in relation of companies and related procurement exercises in accordance with the Council's Risk Strategy;
- Manage major procurement activity in line with the Council's Project Management Toolkit and in line with the principles of the 'Gateways' approval process.

PROCUREMENT POLICY

Each year, the Isle of Anglesey County Council spends approximately £90 million with external suppliers. Not surprisingly, therefore, procurement is viewed as a key business process; not only because of its financial impact but also because of the essential role good procurement plays in the successful achievement of our business goals and objectives. The purpose of this Procurement Policy is to succinctly describe the key principles that underpin IoACC's approach to procurement and its relationship with the supply market upon which it relies.

Our approach to procurement and its associated processes and procedures reflect and support the following key principles:-

1. Value for Money

- 1.1** Procurement decisions are based upon achieving best value for money for the Authority. Best value for money is defined as the optimum combination of whole life cost and quality to meet the customer's requirements.
- 1.2** This demands adopting a balanced approach to procurement which, wherever practicable, considers whole life cost rather than simply purchase price, together with other key considerations such as:-
 - Quality, reliability and fitness for purpose;
 - Environmental and sustainability implications;
 - Risk evaluation and management;
 - Health and safety;
 - Suppliers' capacities and capabilities to meet our needs, including technical, managerial and delivery capabilities.
- 1.3** 'Whole life cost' represents the total cost of ownership of the goods or services we purchase and includes not only the purchase price but also such factors as ongoing operating costs (including energy consumption), spares, repairs and maintenance, upgrades and disposal costs.

2. Procurement best practice

- 2.1** We are committed to employing procurement best practice across the Authority. By doing so, we aim to continuously improve procurement contribution to achievement of our business goals. This ongoing aim is supported by our Corporate Procurement Team whose role is to:-
 - Work closely with its internal Customers to develop and deliver procurement solutions, which fully meet their business needs;
 - Encourage and facilitate the use of best practice procurement processes, procedures, tools and techniques throughout the Authority;
 - Ensure all procurement is undertaken in line with the principles embodied in this Procurement Policy, Contract Procedure Rules, Procurement Strategy and the Financial Procedure Rules;
 - Be a source of professional procurement advice and guidance across the Authority, to our suppliers and to our customers;
 - Monitor compliance with our internal Contract Procedure Rules and European procurement legislation.
- 2.2** The role, remit and responsibilities of the Corporate Procurement Team are described further in the 'Procurement Role Statement'.

3. Compliance with our Contract Procedures Rules

3.1 We expect all our staff to demonstrate values in all our activities and to fully comply with the Authority's Contract Procedure Rules. Staff should maintain a high standard of personal behaviour in all business dealings relating to procurement process, they are required to:-

- Be objective in all dealings with suppliers and ensure that procurement decisions are supported by an appropriate 'audit trail';
- Treat all suppliers fairly and respectfully;
- Not divulge commercially confidential information provided by any supplier to other suppliers or third parties;
- Avoid any potential conflict of interest;
- Not accept gifts, other than those of token value, such as calendars or diaries.

3.2 We expect that our suppliers' behaviour will conform to these same standards.

4. Working with Suppliers who can meet our needs

4.1 With a procurement spend of circa £90m, we recognise the importance of suppliers who help us to deliver our front line services and ensure we meet our corporate values. We are looking to work with suppliers who:-

- Understand and have the capabilities to respond to our business requirements;
- Are responsive to changes in business needs and circumstances;
- Are financially stable;
- Are innovative and proactive – always seeking ways of improving their products/services and offering increased value.

4.2 We actively encourage new suppliers – particularly SMEs – to compete for our business. To this end, we use the Sell2Wales website, whenever possible, to advertise our upcoming requirements and have adopted the commitments set out in 'Opening Doors – the Charter for SME Friendly Procurement'.

5. Prompt Payment

5.1 Payment terms will be agreed with all suppliers before contract award or order placement. It is our policy to:-

- Adhere to these terms unless agreed otherwise by both parties;
- Consistently pay all suppliers within 30 days of receipt of a valid invoice;
- Inform suppliers promptly if invoices are contested and to deal with all supplier invoice related issues and queries speedily.

6. Legislative Compliance

6.1 It is the Isle of Anglesey County Council's policy to fully comply with all relevant regulations relating to Procurement, with particular relevance to the EU procurement regulations, both in terms of procedural compliance and adherence to its basic principles of non-discrimination, equal treatment, transparency and proportionality.

7. Procurement Role Statement

7.1 The Corporate Procurement Team is currently responsible for:-

- Monitoring compliance with internal procedures and European procurement legislation;
- Provide advice and guidance on all areas relating to tenders and contracts;
- Manage all EU Procurement Projects;
- Management of the purchase card programme;
- Working with other organisations to identify collaborative procurement opportunities.

The Corporate Procurement Team contribution will, therefore, shift 'upstream' so that procurement staff are engaged more strongly in the development of procurement and contract strategies through multi-functional project teams and become less involved in the detailed preparation of contract documentation. This change of emphasis will be accompanied and supported by appropriate training under the guidance of the Corporate Procurement Team. To ensure adequate review and control, critical and high value contracts will be referred to the Corporate Procurement Team. To ensure more efficient and effective management of low value high volume transactions, collaborative arrangements and mechanisms such as frameworks and call off contracts will be utilised to make purchasing straightforward and speedy whilst retaining adequate control of commercial risk and compliance issues. Centralising budgets for common and repetitive spend will also take place in order to achieve savings.

7.2 Departments are also responsible for their procurement but complex tenders and projects should be referred to the Corporate Procurement Team.

7.3 The main role of the Corporate Procurement Team will be to:-

- Lead continuous improvement of the procurement process and relevant controls in line with our procurement policy;
- Work closely with its internal Customers to develop and deliver procurement solutions which fully meet their business needs, manage commercial risk effectively and deliver value for money;
- Provide leadership in the field of environmental procurement in Wales;
- Encourage and facilitate the use of best practice procurement processes, procedures, tools and techniques throughout the organisation;
- Be a source of professional procurement advice and guidance across the Authority, to our suppliers and to our citizens;
- Monitor compliance with our internal contract procedures rules and European procurement legislation;
- Facilitate collaboration with other public sector organisations where beneficial and consistent with our principles and objectives;
- Establish corporate frameworks and call off contracts where appropriate;
- Monitor all contracts above the tender threshold in order to ensure adherence to contracts procedure rules and EU Regulations.

ACTION PLAN TO DELIVER THE PROCUREMENT STRATEGY

The Procurement Strategy will be delivered within the Authority against the following actions. Actions have been split into sub headings as follows:-

ACTION	TARGET DATE	RESPONSIBILITY
<p>Supporting the Local Economy</p> <ul style="list-style-type: none"> • Procurement team to arrange ‘meet the buyer events’ prior to advertising tenders – this will ensure that all local suppliers are aware of commercial opportunities and also the route to market. • Ensure that ‘Business Wales’ are aware of tendering opportunities and attend ‘meet the buyer’ events in order to help suppliers to complete documents. • Ensure that all tendering opportunities are advertised on ‘sell2wales’. • Complete ‘How to do business with the Council’ document in order to ensure that all suppliers are aware of what we require from suppliers. • Promote the use of ‘SQUID’ (Supplier Qualification Information Database) in order to minimise the work for suppliers, they will only need to fill in document once. 	<p>On-going</p> <p>On-going</p> <p>On-going</p> <p>July 2015</p> <p>July 2015</p>	<p>Corporate Procurement Team / Department</p> <p>Corporate Procurement Team / Department</p> <p>Corporate Procurement Team</p> <p>Corporate Procurement Team</p> <p>Corporate Procurement Team</p>
<p>Sustainability</p> <ul style="list-style-type: none"> • Develop a checklist that will be used by departments to ensure that sustainability issues are considered within tender documents. • Ensure that ‘community benefits’ clauses are included within the specifications of tenders where necessary. • Ensure that ‘community benefits’ are monitored. 	<p>July 2015</p> <p>On-going</p> <p>On-going</p>	<p>Corporate Procurement Team</p> <p>Departments / Corporate Procurement Team</p> <p>On-going</p>
<p>Value for money</p> <ul style="list-style-type: none"> • Ensure that all tenders above £25k are advertised on Sell2Wales. • Working with departments to ensure that they are choosing the best ‘route to market’ in order to achieve better value for money. • ‘Centralising budgets’ for common and repetitive spend. • Realising saving opportunities. 	<p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>	<p>Corporate Procurement Team</p> <p>Corporate Procurement Team</p> <p>Corporate Procurement Team</p> <p>Corporate Procurement Team / Department</p>

<ul style="list-style-type: none"> • Challenge departments on specifications to realise smarter ways of working, ie cheaper to run the service in house or outsource. • Maximise the use of the 'National Procurement Services' Tenders, these will bring economies of scales and lead to better value for money. 	<p>On-going</p> <p>On-going</p>	<p>Corporate Procurement Team</p> <p>Corporate Procurement Team</p>
<p>Communication</p> <ul style="list-style-type: none"> • Attend 'Heads of Service' meetings to ensure that they are aware of the Procurements Strategy and Policy and to ensure early 'buy-in'. • Ensure that there is a 'Procurement Champion' in each department, they will be the key link to all procurement issues. • Ensure that all personnel responsible for procurement receive training on 'sell2wales', Contract Procedure Rules and the new EU Procurement Regulations. • Ensure that departments are aware of the frameworks available from the National Procurement Services and the fact that they are mandatory. 	<p>May 2015</p> <p>On-going</p> <p>July 2015</p> <p>July 2015</p>	<p>Corporate Procurement Manager</p> <p>Corporate Procurement Team</p> <p>Corporate Procurement Team</p> <p>Corporate Procurement Team</p>
<p>E-Procurement</p> <ul style="list-style-type: none"> • Roll out of pilot exercise for E-tender Wales, if successful roll out throughout the Authority. • Ensure that the best possible options are utilised for central contracts, eg electronic catalogues or punch out direct to suppliers websites 	<p>June 2015</p> <p>On-going</p>	<p>Corporate Procurement Team</p> <p>Corporate Procurement Team</p>