

Southend-on-Sea Borough Council

Agenda
Item No.

Report of Chief Executive & Town Clerk

to
Cabinet
on
18 March 2014

Report prepared by: Elizabeth Stavreski, Head of
Procurement

Annual Procurement Plan 2014/15
Policy & Resources Scrutiny Committee
Executive Councillor – Cllr A Moring
A Part 1 Public Agenda Item

1. Purpose of Report

To advise Members of the Council's Annual Procurement Plan for 2014/15.

2. Recommendation

That the Annual Procurement Plan is agreed, allowing Procurement Officers to commence with procuring goods, works and services, in accordance with the Contract Procedure Rules.

3. Background

In accordance with the Council's Contract Procedure Rules (part 4g of the Constitution) the Head of Procurement is required to obtain Cabinet approval for the annual work plan prior to the start of each financial year. This plan has been produced in consultation with the appropriate Heads of Service and Corporate Directors.

The plan lists the high value procurement activity that will be managed by the Corporate Procurement Unit, working in partnership with the respective Services.

The plan for 2014/15 ensures professional procurement expertise will be employed on the high value and/or high risk contracts.

4. Other Options

N/A

5. Reasons for Recommendations

To comply with the requirements of section 4(g) of the Council's Constitution. Approval of this plan by Members means that officers do not require further approval to issue tenders or award contracts where they are within the budget tolerances in the Plan.

6. Corporate Implications

6.1 Contribution to Council's Vision & Corporate Priorities

The attached plan covers activity in all areas of the Council's Corporate Priorities and these are referenced in the table.

- 6.2 Financial Implications
See 6.9
- 6.3 Legal Implications
All of the attached contracts will be tendered in compliance with UK Public Contracts Regulations 2006 and the Public Contracts (Amendments) Regulations 2009.
- 6.4 People Implications
Approval of this plan will commit the Corporate Procurement Unit's resource to these projects in accordance with the Contract Procedure Rules.
- 6.5 Property Implications
There are no specific property implications arising from this report.
- 6.6 Consultation
End users of services will be consulted to assist in the design and evaluation of tenders, as appropriate.
- 6.7 Equalities and Diversity Implications
The specifications will take into account equality aspects and these will be evaluated as part of the tender process through to contract management.
- 6.8 Risk Assessment
Risks will be assessed at the 'options appraisal' stage and managed through the tender process and mitigated with an appropriate contract management plan.
- 6.9 Value for Money
All procurements will be conducting to ensure value for money and the most economically advantageous tender to the council is selected.
- 6.10 Community Safety Implications
Where appropriate, such considerations will be incorporated into specifications.
- 6.11 Environmental Impact
Each project will support the Council's Sustainable Procurement Policy and environmental considerations will be factored into the whole life cost appraisal.
- 6.12 The Corporate Procurement Unit's resources will be split, in the main, between two main functions;
- a) Fulfilling the Annual Procurement Plan 2014/15
 - b) Working with services to implement the category management strategies and plans
 - c) Supporting Contract Rationalisation in identifying and implementing savings opportunities.
 - d) Implementing best practice commissioning and procurement practices.

7. Background Papers

8. Appendices

Appendix A – Annual Procurement Plan 2014/15