

Southend-on-Sea Borough Council

Agenda
Item No.

Report of the Corporate Director of People

to

Cabinet

on

17th March 2015

Report prepared by: Jacqui Lansley Head of Procurement,
Commissioning & Housing

Annual Procurement Plan 2015/16

Relevant Scrutiny Committee: Policy and Resources
Executive Councillor: Councillor Norman

A Part 1 Public Agenda Item

1. Purpose of Report

- 1.1 To advise Members of the Council's Annual Procurement Plan for 2015/16.

2. Recommendation

That Cabinet agrees the Annual Procurement Plan, allowing the Corporate Procurement team to commence with procuring works and services in accordance with the Contract Procurement Rules and Financial Regulations.

3. Background

In line with the Council agreeing to implement a new set of procurement principles The Council's Contract Procurement Rules and Financial Regulations are being updated to ensure more emphasis on financial control and contract management activities. In accordance with the Council's Contract Procurement Rules the Head of Procurement is required to obtain Cabinet approval for the annual workplan prior to the start of each financial year. This plan has been produced in consultation with the appropriate Heads of Services and Corporate Directors advising them of known contracts in their area that are due for renewal in 2015/16.

The plan lists the high value procurement activity that will be managed by the Corporate Procurement team. As part of the review process, information was requested from each department on new 'known procurements, revenue and capital spend for the same period and input to a plan split between department.

The plan for 2015/16 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 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 budget tolerances in the Plan.

Further procurement activity, for contracts that exceed £1m in value, which are not contained in this Plan, will be referred to Cabinet for separate approval, prior to going to tender.

6. Corporate Implications

6.1 Contribution to Council's vision

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

All procurements will be conducted to ensure value for money and the most economically advantageous tender to the Council is selected

6.3 Legal Implications

All of the attached contracts will be tendered in compliance with UK Public Contracts Regulations

6.4 People Implications

Approval of this plan will commit the Corporate Procurement team resources to these projects in accordance with the Contract Procurement Rules and Financial Regulations

6.5 Consultation

End users of services will be consulted to assist in the design and evaluation of tenders as appropriate

6.6 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

6.7 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.

7.0 Background papers

Appendix A –Annual Procurement Plan 2015/16