

Southend-on-Sea Borough Council

**Agenda
Item No.**

Report of the Corporate Director for People

to

Cabinet

on

15th March 2016

Report prepared by: Jacqui Lansley Joint Associate Director
of Integrated Care Commissioning

Annual Procurement Plan 2016/17

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

A Part 1 Public Agenda Item

1. Purpose of Report

To obtain approval of the Council's Annual Procurement Plan for 2016/17.

2. Recommendation

That the Annual Procurement Plan 2016/17 attached at **Appendix 1** be approved.

3. Background

Contracts Procedure Rules in Part 4g of the Constitution require the Cabinet to approve an Annual Procurement Plan prior to the start of each financial year.

The Annual Procurement Plan lists the high value procurement activity that will be managed by the Corporate Procurement team. It includes all spend areas across each service where leverage and efficiency opportunities exist.

The Annual Procurement Plan for 2016/17 attached at **Appendix 1** has been produced in consultation with the appropriate Heads of Services and Corporate Directors who have provided details of known contracts in their areas that are due for renewal and any new procurements (Revenue and Capital) in 2016/17.

The Annual Procurement Plan for 2016/17 ensures professional procurement expertise will be employed on the high value and/or high risk contracts. Whilst this plan gives Cabinet authority to procure, officers will still need to comply with all relevant managerial processes.

4. Other Options

An Annual Procurement Plan is a requirement in the Constitution.

5. Reasons for Recommendations

Approval of the Annual Procurement Plan is a requirement of the Council's Constitution. Inclusion of a contract in the Plan removes the need for Cabinet approval to issue a tender or award the contract provided it falls within budget tolerances in the Plan and the Plan, does not require it to come back to Cabinet for further scrutiny.

6. Corporate Implications & Corporate Priorities

6.1 Contribution to Council's vision

The Annual Procurement Plan covers activity in all areas of the Council's Corporate Priorities and these are referenced in the Plan

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 contracts in accordance with Contracts Procedure Rules and Financial Procedure Rules

6.5 Property Implications

None

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

Contract 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

The Plan is part of a framework to ensure the Council obtains value for money in procurement.

7. Background papers

Contracts Procedure Rules and Financial Procedure Rules

8. Appendices

Appendix 1 – Annual Procurement Plan 2016/17