	Policy and Resources Committee **5 December 2017**
Title	**Annual Procurement Forward Plan [APFP] 2018/2019**
Report of	Councillor Richard Cornelius
Wards	All
Status	Public
Urgent	No
Key	Yes
Enclosures	Appendix 1 - Annual Procurement Forward Plan 2018-19
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Summary

This report sets out the detail of procurement activity for 2018/2019 and where known for 2019/20 for approval

Recommendations

That approval be given to officers to proceed with procurement activity as presented in the Annual Procurement Forward Plan [APFP] 2018/2019 and where known for 2019/20

1. WHY THIS REPORT IS NEEDED

1.1 Contract Procedure Rules allow that any proposed procurement action that is listed on the Annual Procurement Forward Plan approved by the Policy and Resources Committee for that financial year can take place without further committee approval.

2. REASONS FOR RECOMMENDATIONS

2.1 To comply with the Council's Contract Procedure Rules.

2.2 To avoid presentation of individual requests for approval to procure to various Council committees.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

3.1 The only alternative action is to present individual requests to Policy and Resources Committee and other thematic committees. This was rejected as being burdensome both to Council officers in preparing such reports and committee members in the time that would be required to consider them.

3.2 There is also a timing issue in that many of these procurements will need to start within weeks and it would not be possible to schedule individual approvals from relevant theme committees in time.

4. POST DECISION IMPLEMENTATION

4.1 Officers will proceed as appropriate with the procurements listed.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

5.1.1 The Annual Procurement Forward Plan (APFP) will enable the Council to maintain an accurate oversight of procurement activity across the full range of services and support more commercial and efficient procurement practices. The APFP supports transparency and drives achievement of the Council's strategic objectives as set out in the Corporate Plan 2015-2020. The council, working with local, regional and national partners, will strive to ensure that Barnet is a place:

1) of opportunity where people can further their quality of life
2) where people are helped to help themselves, recognising that prevention is better than cure
3) where responsibility is shared, fairly
4) where services are delivered efficiently to get value for money for the taxpayer

5.1.2 The APFP also supports transparency and achievement through the Authority's Entrepreneurial Barnet 2015-2020 commitment which encourages

businesses to improve Barnet's wider economic community through targeted activities such as:

- improving Barnet's physical and digital infrastructure
- supporting town centres
- delivering business mentoring schemes
- equipping the workforce with the skills and behaviours it needs to succeed in a competitive and changing world

5.1.3 The Authority is a signatory to London Council's Procurement Pledge "to create jobs and training through its supply chain." Typically this will include a requirement of suppliers to:

- Recruit a percentage of the workforce locally, for example by advertising with local Jobcentre Plus.
- Create apprenticeships
- Offer a number of work placements to young people, graduates, or workless people.
- Offer additional training and qualifications opportunities to a percentage of their existing workforce.
- Work with their own supply chains to create additional opportunities.

5.2 **Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)**

5.2.1 The costs pertaining to the contracts contained within the Appendix to this report are contained within the individual service budgets of the Council.

5.2.2 Any savings proposals within these plans are monitored throughout the financial year by the Procurement Board.

5.3 **Social Value**

5.3.1 The Public Services (Social Value) Act 2012 requires that consideration is given for above threshold (£164,176) service contracts to secure benefits for the community, environment and value for money for the London Borough of Barnet as follows:

a) how what is proposed to be procured might improve the economic, social and environmental well-being of the relevant area, and
(b) how, in conducting the process of procurement, it might act with a view to securing that improvement.

5.3.2 The Council has extended the Social Value Act's requirements and supports social value and sustainability delivery opportunities through all procurements at the council, not just above threshold services contracts.

5.3.3 Consequently delivery units will be asked to confirm that the development of specifications for all proposed procurements have taken these requirements into consideration. It should be noted that such considerations could compromise the Council's ability to maximise the value for money it can achieve, so a balance will be sought wherever possible

5.4 Legal and Constitutional References

5.4.1 Constitution Responsibilities for Functions Annex A sets out the terms of reference of the Policy and Resources Committee including:
'(1) To determine strategic policy, finance including recommending capital and revenue budget to full Council, welfare, corporate plan and local plans, procurement, partnerships, IT, grants and the effective use of resources.'

5.4.2 The Council's Constitution, 21 Contract Procedure Rules sets out the authorisation process for entering contractual commitments. "Authorisation" is the approval required before quotations or tenders for supplies, services or works may be sought in accordance with Council Constitution Article 10 Table B .

5.4.3 The Council's Constitution Article 10 Table B outlines Authorisation and Acceptance Procedures, including that procurements of £164,176 and over may be authorised by Procurement Forward Plan:

- The aim is to speed up the procurement process by removing unnecessary bureaucracy – in this case, a duplication of the authorisation process.
- Any contract, including additions, extensions and variations, which have been included in a directorate or service's Budget and supporting plans and strategies or any other Committee approved plan is deemed as authorised irrespective of value.

5.5 Risk Management

5.5.1 If the Council does not manage the contract renewal programme effectively and efficiently it could lead to a detrimental impact on value for money and the likelihood of delivering significant procurement savings. In addition the Council will be unable to forward plan the need for appropriate resource to support the programme. Well planned processes will enable effective commercial negotiations to take place thereby driving lower costs from the portfolio of contracts put to market.

5.6 Equalities and Diversity

5.6.1 Pursuant to the Equality Act 2010, the council and all other organisations exercising public functions on its behalf must have due regard to the need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act; advance equality of opportunity between those with a protected characteristic and those without; promote good relations between those with a protected characteristic and those without. The relevant protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. It also covers marriage and civil partnership with regard to eliminating discrimination. All organisations that submit tenders for Council business are required to submit their Policy Statement regarding how they manage compliance with the Equality Act, or equivalent legislation.

5.7 **Consultation and Engagement**

5.7.1 Consultation and engagement will take place within individual procurement projects as appropriate to the product(s) or service(s) required.

5.8 **Insight**

5.8.1 Insight data will be used to support the delivery of the Annual Procurement Forward Plan as it will enable preparation of market engagement with internal and external stakeholders prior to procurement exercises and that Barnet's community requirements are taken into account to inform these.

5.8.2 Post tender delivery insight data will be used to support contract management.

6. BACKGROUND PAPERS

6.1 Policy and Resources Committee 1 December 2016 Agenda item 10 Annual Procurement Forward Plan 2017/18 Appendix 1 Procurement activity by service area for 2017/18
https://barnetintranet.moderngov.co.uk/documents/s36301/Annual%20Procurement%20Forward%20Plan.pdf

6.2 Policy and Resources Committee 16 December 2015 Agenda Item 9 Procurement Forward Plan 2016/2017 Appendix 1 Procurement activity by service area for 2016/2017
http://barnet.moderngov.co.uk/documents/s28058/Annual%20Procurement%20Forward%20Plan%202016-2017.pdf