

---

**ADDITIONAL ITEMS TO THE PROCUREMENT PLAN**

---

**Responsible Cabinet Member - Councillor Stephen Harker  
Efficiency and Resources Portfolio**

**Responsible Director - Paul Wildsmith,  
Director of Neighbourhood Services and Resources**

---

**SUMMARY REPORT**

**Purpose of the Report**

1. To seek Cabinet approval to add additional items to the Procurement Plan, to enable the procurement process to commence.

**Summary**

2. The Internal Planned Maintenance (IPM) flooring and electrical works were omitted from the previous Procurement Plan.
3. Since the Procurement Plan was agreed grant funding for the Active Travel Hub has been allocated to Council and also needs to be added to the Procurement Plan.
4. To enable the procurements to progress approval is sought to add the items to the current Procurement Plan, before the next report setting out the annual Procurement Plan is brought to Cabinet (in April 2017).

**Recommendation**

5. It is recommended that :-
  - (a) The items are added to the Procurement Plan (**Appendix 1**).
  - (b) The procurement's are deemed non-strategic (**Appendix 2**).
  - (c) The award of contract is delegated to the Direct of Neighbourhood Services and Resources in line with the Contract Procedure Rules.

**Reasons**

6. The recommendations are supported by the following reasons :-

- (a) To ensure the items to be added to the Procurement Plan are able to progress and move forward.
- (b) In compliance with the Councils Contract Procedure Rules.

**Paul Wildsmith**  
**Director of Neighbourhood Services and Resources**

### **Background Papers**

No background papers were used in the preparation of this report.

Claire Weatherburn Extension 5497

S17 Crime and Disorder	No Implications
Health and Well Being	No Implications
Carbon Impact	No Implications
Diversity	No Implications
Wards Affected	All wards with Council housing
Groups Affected	No Implications
Budget and Policy Framework	No Implications
Key Decision	No
Urgent Decision	No
One Darlington: Perfectly Placed	No Implications
Efficiency	No Implications

## **MAIN REPORT**

### **Information and Analysis**

7. Under the Contract Procedure Rules one of the responsibilities of Cabinet is to agree the Procurement Plan. This involves consideration of whether contracts are classified as strategic. For those contracts that are strategic details of the proposed route that contracts will take will be set out and Cabinet will receive further reports on progress.
8. A set of criteria has been developed to assist in determining whether a contract should be deemed strategic or non-strategic. The criteria are based on value and significance with each category being scored between 1 (low significance) and 5 (high significance). Any contract with a value in excess of £5,000,000 is automatically deemed strategic. If the value of the contract falls below £5,000,000 but scores 15 or more on significance then that is also considered strategic. However Members and Officers may decide to recommend other than what the score suggests.
9. The IPM flooring and electrical works were omitted from the Procurement Plan.
10. The Council have been awarded funding for the Active Travel Hub. The funding is to provide cycling and walking activities across Darlington funded through the

Access Fund grant from the Department for Transport. These services will include as an example recycled bikes, cycle parking, cycle hire, guided walks and cycle rides, advice and information on active travel.

11. To enable the procurements to progress, approval is sought to add the items to the plan and for Cabinet to deem them non-strategic.

### **Procurement Advice**

12. The procurements will be carried out through a tender process, via the NEPO Portal and advertised to a minimum of 5 suppliers in line with the Council's Contract Procedure Rules.