

ANNUAL PROCUREMENT PLAN

Responsible Cabinet Member – Councillor Mandy Porter, Portfolio Holder Resources

Responsible Officer – Elizabeth Davison, Group Director of Operations

SUMMARY REPORT

Purpose of the Report

1. To present the Annual Procurement Plan to Cabinet for approval. Cabinet is asked to consider and approve the assessment of contracts that are considered to be strategic or non-strategic.
2. To update Cabinet on the outcomes of procurement(s) previously designated as Strategic.
3. To update Cabinet about the decisions taken by the Procurement Board to waive the Contract Procedure Rules.

Recommendation

4. It is recommended that: -
 - (a) Members approve the assessment of strategic and non-strategic contracts as presented in **Appendix 1** and that:
 - (i) further reports/ updates on the procurement process for those contracts designated as strategic (including decisions made by the Procurement Board) be brought to Cabinet.
 - (ii) the contract award decisions for the contracts designated as non-strategic be delegated to the appropriate Directorate as listed in the plan at Appendix 1.
 - (iii) the contract award decisions for the contracts designated as strategic, as listed in the plan at Appendix 1, be delegated to the Procurement Board to approve and will be reported back to Cabinet.
 - (b) that Members note the contents of this report in respect of the update of strategic procurements, Procurement Board waiver decisions, and Social Value.

Reasons

5. In respect of strategic/non-strategic contracts, the recommendations are supported by the following reasons: -
 - (a) The Contract Procedure Rules require Cabinet to approve the designation of contracts as strategic and non-strategic and:
 - (b) Contracts designated strategic are of high value and high significance in respect of the impact on residents, Health & Safety and public safety.
 - (c) The contracts designated non-strategic are of a lower value and lower significance in respect of the impact on residents and public safety.
6. In respect of Procurement Board waiver decisions, the recommendations are supported by the following reasons: -
 - (a) In order to comply with the Contract Procedure Rules.
 - (b) To provide Cabinet with information about the decisions made by the Procurement Board.
 - (c) To supplement the reports that are taken to Cabinet about proposed spend over £100,000, that are set out in the Annual Procurement Plan and the in-year update to that report.

Elizabeth Davison
Group Director of Operations

Background Papers

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

Stephen Foster: Extension 5491

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| S17 Crime and Disorder | This decision will not have any direct impact on Crime and Disorder |
| Health and Well Being | This decision will not have any direct impact on Health and Wellbeing |
| Carbon Impact and Climate Change | This decision will not have a direct impact on the Council's carbon footprint. |
| Diversity | This decision will not have any direct impact on Diversity |
| Wards Affected | This decision will not have any direct impact on any wards |
| Groups Affected | This decision will not have an impact on any groups. |
| Budget and Policy Framework | This report does not recommend changes to the Budget and Policy Framework |
| Key Decision | Yes |
| Urgent Decision | No |
| Council Plan | Strategic oversight of procurement will help in the delivery of the Council's objectives |
| Efficiency | The production of the update to the Procurement Plan is designed to save Member and Officer time for requesting delegated powers to make contract award decisions. |
| Impact on Looked After Children and Care Leavers | This report has no direct impact on Looked After Children or Care Leavers |

MAIN REPORT

Information and Analysis

Strategic Contracts

7. Any contract award decision with a value below £100,000 is delegated to officers. Under the Contract Procedure Rules an annual Procurement Plan is produced listing details of all existing and new contracts that are £100,000 or above and which require a tender process.
8. This then allows Cabinet to be advised of the contracts of £100,000 and over and to decide which of those contracts are strategic.
9. For those contracts designated strategic the final contract award decision will be approved by the Procurement Board and will be reported to Cabinet.
10. For the contracts designated non-strategic, the decision will be delegated to the relevant Directorate and detailed in the decision record.

Assessment of contracts

11. Details of which contracts are designated strategic, and which are designated non-

strategic are detailed in Appendix 1. The contracts have been assessed against the criteria agreed by Cabinet, the criteria are provided at **Appendix 2** for information. However, Members and Officers may decide to recommend other than what the score suggests. Anything else would be considered non-strategic.

12. Based on the criteria there are two contracts that are designated strategic in the update to the Annual Plan:

(a) **Provision of Extra Care**

The procurement will be via an open over threshold tender exercise.

(b) **Supply of Materials and Products for New Build Project and Repairs & Maintenance to Council Housing and Public Buildings**

The procurement will be via an open over threshold tender exercise.

Update on Procurements previously designated as Strategic

13. There is no further update on the strategic procurement activity detailed in the previous update.

Procurement Board waiver decisions

14. Under the Contract Procedure Rules, the Procurement Board may waive the Contract Procedure Rules in specific circumstances and is required to report waiver decisions that have been made to Cabinet.

15. The Contract Procedure Rules can only be waived as an exception. The Contract Procedure Rules require the Procurement Board when considering requests for waivers to take into account the following:

(a) The contract value and the length of the proposed contract.

(b) What steps have been taken to satisfy that the best value duty has been complied with (for instance quotations, market testing).

(c) The extent to which there are good reasons why it is not possible to undergo a competitive process (for instance, pressing need or urgency, where further work is required before going to market, where only a short contract extension is needed, or the lack of an available market).

(d) Whether the new contract is intended to be a stop gap prior to undergoing a competitive process.

(e) The availability of compliant alternatives to direct awards, such as frameworks.

(f) Any other reason that is being given by the commissioning area.

16. This report details the circumstances and the reasons why the contract procedure rules have been waived by Procurement Board at **Appendix 3**, during the period 1 October

2023 – 28 February 2024.

Outcome of Consultation

17. No consultation was carried out in preparation of this report.