

**Warwickshire County Council Local Procurement Plan**  
**2015 - 2020**

**1 Introduction**

The overarching framework for procurement across the sub region for the period 2015 – 2020 is described in the Coventry Solihull Warwickshire Sub Regional Procurement Strategy 2015-2020 which was formally adopted by Cabinet in September 2015. This document represents Warwickshire County Council's local interpretation of the sub regional strategy and sets the local direction of travel for procurement within the Council within the wider context of the Sub Regional Procurement Strategy 2015-2020

Warwickshire County Council spends approximately £350m each year on bought in goods, services and works. Spending this money well through effective procurement is fundamental to achieving organisational success for the Council, delivering our corporate priorities and securing high quality affordable services that meet the needs of the citizens of Warwickshire and the users of our services. The Council recognises the wider impact that excellent procurement can have and the vision and objectives set out in the sub regional Strategy and this local procurement plan illustrate the contribution that effective procurement can make to a wide range of socio-economic agendas including equality, a successful local economy, a thriving voluntary sector, community empowerment, consideration for the environment and value for money.

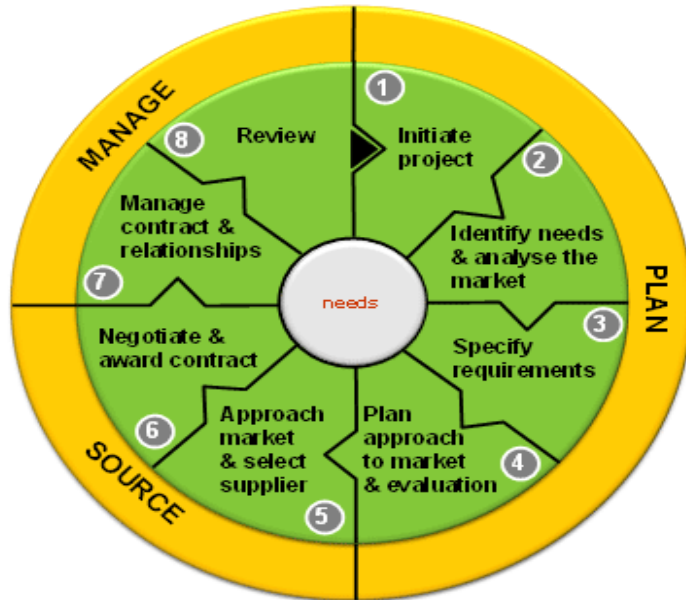
The Procurement Strategy and local procurement plan together form an ambitious programme which sets high standards for all County Councillors and Officers

**2. Scope of the Procurement Strategy & Local Procurement Plan**

The procurement strategy and local procurement plan apply to all third party expenditure across all Services within the Council.

**3. Definition of Procurement**

The term "Procurement" is defined in the Sub Regional Procurement Strategy 2015-2020. The Council has broken down procurement into a number of key stages which together make up the "Procurement Cycle". The objectives contained within this strategy address the whole procurement cycle.



#### 4 *The Legislative Framework within which we procure*

The national legislative framework within which public sector procurement is undertaken is detailed within the Sub Regional Procurement Strategy 2015-2020 Within the Council this is supplemented by local requirements contained within the Council's own Constitution.

To make the legislative framework workable for managers, summary requirements are detailed in Contract Standing Orders (CSOs) and Financial Standing Orders (FSOs) which together with procurement guidance issued by the Head of Finance from time to time form the framework within which managers undertake procurement and contracting activity. All managers are required to observe the rules, regulations and guidance contained within the framework documents in any procurement or commissioning they undertake and selective auditing of compliance is undertaken to ensure this.

- **Contract Standing Orders (CSO's)**  
Detail the roles and responsibilities of Officers, Contract Managers, Heads of Service, Strategic Directors and Contract Coordinators. They also detail specific tendering requirements, how to keep within the law, how to maintain high standards of conduct, be fair to our suppliers and ensure probity

- **Financial Standing Orders (FSO's)**  
Establish the regulations for all those who have a responsibility for financial management
- **Procurement Guidance**  
A suite of detailed operating procedures, processes and template documents

## **5 Procurement Structure within the Council**

The structure of procurement within the Council is designed to support the delivery of the Council's corporate objectives and reflects the Council's financial strategy of delegated budgets and local management of services i.e. it is a hybrid model with flavours of both a centralised and de-centralised structure

The Strategic Procurement Unit, (lead by the Strategic Procurement Manager (Head of Procurement Profession)) sits at the centre and is responsible for: -

- Advising members and officers on procurement related matters
- Establishing and implementing procurement policy, strategy and process
- Identifying procurement opportunities
- Leading the procurement on high value and/or high risk contracts
- Developing procurement skills and competence
- Supporting Groups in their transformation and savings agendas
- Developing and contributing to the sub-regional and wider collaborative procurement agenda
- Managing the Council's relationship with the Eastern Shires Purchasing Organisation (ESPO)
- Increasing the use of E procurement solutions throughout the Council

Lower value lower risk procurement is undertaken locally by service managers within the 'framework' described in section 4.

In addition to its local arrangements, the Council is engaged in two formal procurement collaborations: -

- The Council is one of the 6 'owning' members of the Eastern Shires Purchasing Organisation (ESPO) which is one of the UK's largest public sector buying consortiums.
- Underpinned by a sub-regional Memorandum of Understanding the three upper tier Councils within the Coventry/Solihull/Warwickshire (CSW) sub-region formally collaborate on procurement.

## **6. Local Vision**

The sub regional vision for procurement is contained within the Sub Regional Procurement Strategy 2015-2020. This wider vision has been further defined within Warwickshire: -

*To support the delivery of high quality, affordable services in accordance with the Councils identified priorities through a strategic, systematic, innovative and proportionate approach to procurement*

## **7. Local Aims & Objectives**

Our approach to procurement should: -

- a) ensure that procurement decisions fully contribute to and support the corporate objectives of the Council.
- b) ensure that procurement values, principles and good practice are integrated into the Council's strategic and operational decision making
- c) deliver high quality services whilst at the same time driving out efficiencies and supporting the Council's transformation agenda and delivery of the One Organisation Plan.
- d) support the Council's move towards being a 'commissioning council'
- e) seek innovative solutions within the legislative framework within which we operate in order to achieve the Council's objectives
- f) ensure professional procurement input into all significant commissioning activity
- g) ensure that the procurement systems and processes employed are proportionate to the value and risk of the procurement being undertaken
- h) ensure that all staff with responsibility for procurement have an appropriate level of competence and support.
- i) ensure that all contracts are actively managed and deliver continuous improvement
- j) promote and deliver social value, sustainability, local economic development and equality objectives.
- k) maximise the opportunities from a diverse national procurement landscape and collaborative procurement
- l) encourage a varied and competitive supply market
- m) maximise the benefits of modern E Commerce solutions.
- n) be fully compliant with all related legislation
- o) be professional ensuring the highest standards of probity, transparency, openness, accountability and fairness
- p) ensure continuous improvement of procurement across the Council

## **8 How will we know that our local procurement plan has delivered its aims and objectives?**

The Council routinely uses performance frameworks to manage performance and set targets for continuous improvement. The local procurement plan will be reviewed at least every 2 years to track progress and ensure currency and relevance. As part of this review,

performance against its future priorities plus any other related performance data will be used to assess the success of this plan in delivering the aims and objectives of the Council

***The 'As Is' Position and Future Priorities***

<b>As Is</b>	<b>Future Priorities</b>	<b>Local Plan Objective</b>
<ul style="list-style-type: none"> <li>The Authority has re-aligned its Contract Standing Orders and streamlined its procurement processes to create the capacity for a more strategic approach to its procurement.</li> <li>The Council has a plan to deliver £92m of savings over the four year period 2014 - 2018.</li> <li>The Council has processes in place to review the way it delivers Services</li> </ul>	<ul style="list-style-type: none"> <li>Through the Commissioning Council Working Group support the development of the 'Commissioning Council' framework ensuring that procurement is 'at the table' when service options are being considered</li> <li>Make full use of procurement related data to support the Council's decision making processes</li> <li>Be actively involved in markets and use this market knowledge and intelligence to help shape service delivery</li> <li>Assess each procurement activity against a risk and value matrix adopting the appropriate procurement strategy in each case.</li> </ul>	7a, 7b, 7c, 7d, 7e, 7f, 7i, 7o, 7p
<ul style="list-style-type: none"> <li>The Authority has been externally recognised for the work it has done over the past 2 years to support businesses in general and local businesses in particular.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to develop the Council's systems and processes in consultation to maximise the opportunities for small and local businesses and the Voluntary &amp; Community sectors to compete for the Council's business.</li> </ul>	7j, 7l, 7o, 7p
<ul style="list-style-type: none"> <li>A suite of procurement training is delivered to the Council</li> </ul>	<ul style="list-style-type: none"> <li>Continue to develop and deliver appropriate procurement related training</li> <li>Develop and deliver appropriate training in contract management once the framework is established and agreed</li> </ul>	7h, 7n, 7o, 7p
<ul style="list-style-type: none"> <li>The Council has completed an audit in relation to contract management. Although good practice was identified, there is a need for a common countywide approach to be developed</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that an effective and proportionate approach to contract management is developed and embedded across the Council</li> </ul>	7i, 7o, 7p
<ul style="list-style-type: none"> <li>The Council has implemented the CSW JETS E Commerce solution (a sub-regional E Tendering and E Contract management system) and is rolling this out across the Council</li> </ul>	<ul style="list-style-type: none"> <li>Continue the roll out of E tendering with the aim of achieving 100% electronic tendering by December 2016 (legislative deadline 2018)</li> <li>Maximise the benefits of the Council's contract management system to support the wider work on contract management across the Council</li> </ul>	7g, 7h, 7i, 7m, 7p
<ul style="list-style-type: none"> <li>The Council collaborates with a wide variety of partners, either through formal collaborations or on an ad-hoc basis</li> </ul>	<ul style="list-style-type: none"> <li>Continue to maximise the opportunities from collaborating sub regionally or more widely</li> </ul>	7k, 7o, 7p