

Procurement Strategy 2020 - 2025

Introduction

Chelmsford City Council spends approximately £40m annually with third parties to enable the effective delivery of its services. This spend is a combination of longer-term contractual spend, one-off capital purchases, and day-to-day service spend. We must ensure that the processes used to source these goods, services and works are in line with current procurement regulation, and that we achieve value for money whilst still contributing to the aims of the Council as a whole.

This strategy will underpin all sourcing processes, allowing them to directly contribute to the ambitions of the Council's Our Chelmsford, Our Plan. The Council recognises that commissioning and procurement activities can have a significant impact on Chelmsford's economy, community and environment.

The strategy also supports the actions identified as a result of the Climate and Ecological Emergency, which was declared by the Council in 2019, and also the commitments of the Modern Slavery Charter which was signed by the Council in 2020.

Strategic Aim

This strategy aims to ensure that procurement:

1. complies with the law (Public Contract Regulations 2015 and any other relevant legislation)
2. enables the Council's services and thereby supports achievement of Our Chelmsford, Our Plan
3. has economic, social and environmental impacts that are as positive as possible
4. makes efficient use of Council resources and
5. delivers value for money.

Delivery of the Strategy

The main delivery of the strategy will be through the Council's Social Value Policy 2020. This Policy details the Chelmsford Social Value Framework, and the methodology for measuring and reporting social value impacts using National Themes Outcomes and Measures as endorsed by the Local Government Association.

Internal methods of delivery include:

- Awareness of procurement practices through updated training and documentation including Procurement Manual and Contract Procedure Rules.
- Integrated processes designed within the Council's Enterprise Resource Planning System. This will provide live detailed data on spend and contract information.
- Sharing best practice and actively working collaboratively with other local partners.

Review of Effectiveness

The responsibility for the governance of the policy is within the terms of reference of the Audit and Risk Committee, therefore an annual report will be produced to ensure the committee can discharge this function. The Annual report will include:

- Progress towards Procurement Strategy objectives
- Effectiveness of the Social Value Procurement Policy

This review of use of the strategy will be undertaken periodically with the first review scheduled for 2022.

Associated Legislation / Key Documents

Our Chelmsford, Our Plan 2020

Social Value Procurement Policy (TBA)

Modern Slavery Charter

Contract Procedure Rules 2020

Public Contract Regulations 2015

Public Services Act (Social value) 2012

National TOMs Framework Guidance 2019 – Local Government Association

National Procurement Strategy for Local Government 2018

Medium Term Financial Strategy 2020

Action Plan

	Action	Details	When
2020	Improve access to procurement support documents and information	Review documentation standard terms and conditions Update intranet Update website	Sept 2020
	Modern Slavery Action Plan	Report to Audit and Risk Committee on action plan for Modern Slavery.	Sept 2020
	Participate in Chelmsford Action Against Modern Slavery Event	Participation in community stakeholder event lead by Community Safety Team	Oct 2020
	Training and Awareness	Training programme for staff – reminder of internal Contract Rules / current and potential changes to UK Regs Introduction of Social Value TOMS	Nov 2020
	Contract data transfer into OneCouncil	Ensure current records as complete as possible Embed new contract spend recording methodology	Oct/Nov 2020
	Supplier Risk Assessment – Modern Slavery	Undertake a supplier risk assessment for Modern Slavery risks within supply chain	Dec 2020
	Annual Procurement Report	Publish new Annual report to Audit & Risk Committee	Dec 2020
2021	Service spending plans published at start of financial year	Establish an outline procurement pipeline for the coming year – key capital purchases, planned project spend. Including proposed routes to market and timescales. Publish on Council website all up and coming key procurements. Warm up market. Increase transparency internally and externally. Focus on local suppliers. Allow procurement team to plan workload Identify key service procurement leads	Jan – Mar 2021
	Review external environment incl. changes due to EU exit.	Review new guidance and legislation	Jan 2021
	Social Value Practitioner status	Train key staff as Social Value Practitioners	Feb 2021
	Contract Review	Review of key suppliers, and contract management framework and training	April 2021
	Participate in Social Value Event	Potentially host climate change Social Value session for local suppliers and partners	May 2021
	Complete CIPS Ethical Test	All Procurement Team members required to undertake Ethics Test	June 2021
	Training and Awareness	Procurement training for Councillors	Sept 2021
	Annual Procurement Report	Publish report to Audit & Risk Committee, including reporting of TOM's	Dec 2021
Monitor Quality of Spend Data	Ongoing assessment	All	