

**JOINT PROCUREMENT STRATEGY 2015/2018**

**VISION: To support the delivery of quality, cost effective services, and the Councils' corporate priorities, through a strategic approach to modern, best practice and socially responsible, compliant procurement processes.**

| JOINT PROCUREMENT PRIORITIES   |   |   |   |  |
|--|---|---|---|--|
| National Procure. Strategy Link  | Procurement that is effectively managed and monitored complying with relevant rules both internal and external  | Procurement that engages all buyers/commissioners, is market aware and delivers sustained competitiveness and value for money   | Procurement that is inclusive, sustainable and socially responsible   | Procurement that works with partners and suppliers to everyone's advantage and exploits the benefits of technology   |
|  | NPS Theme C : Leadership  | NPS Theme A: Making Savings   | NPS Theme B: Supporting Local Economies   | NPS Theme D: Modernising Procurement   |
| Strategy Objectives  | <ol style="list-style-type: none"> <li>To ensure that governance arrangements set for the procurement partnership are effectively met and the commitments set out in the SLA are delivered.</li> <li>To ensure that all procurement is in accordance with EU rules, the Council's Contract Procedure Rules and best practice procurement.</li> <li>The councils are effectively engaged with Procurement networks and PBO's and are aware of policy developments and procurement best practice</li> <li>Recognition of the strategic importance of procurement and a commitment from the top</li> </ol>   | <ol style="list-style-type: none"> <li>To contribute to the achievement of the Councils' Targets for efficiencies</li> <li>To deliver an efficient and effective joint procurement service which maximises efficiency for joint procurement, using a category management approach and taking advantage of collaborative working with partner organisations where appropriate.</li> </ol>  | <ol style="list-style-type: none"> <li>To encourage a wide range of suppliers by removing barriers and improving access to our procurement opportunities.</li> <li>To ensure that small firms are not unfairly excluded from bidding for council business.</li> <li>To reduce the negative effect on the environment of the products and services we buy.</li> <li>To gain maximum value from procurement through consideration and inclusion of economic, environmental and social value criteria in contracts</li> </ol>  | <ol style="list-style-type: none"> <li>To increase efficiency and productivity and realise full benefits through the use of appropriate e-procurement solutions in procurement processes</li> <li>To understand and take advantage of commercial opportunities and realise benefits from all funding streams including how contracts can be developed to generate income.</li> </ol>   |
| Key Actions / Projects   | <ol style="list-style-type: none"> <li>Provide professional procurement guidance and support on major procurements and other procurement projects.</li> <li>Keep updated, develop and review the range of procurement guidance information available and accessible to officers on SRBC Connect and CBC The Loop</li> <li>Maintain up to date, template standard procurement documentation and Conditions of Contract to simplify the procurement process.</li> <li>Maintain /Achieve 50% professionally qualified procurement employees (FTE's) as a % of total procurement employees.</li> <li>Attend and contribute to regional events and other procurement networks to ensure visibility, input and awareness into developing policy and best practice</li> <li>Procurement officers to attend and take advantage of free face to face and e-learning on the new EU Procurement Directives</li> <li>Regular reporting to the Shared Services Joint Committee</li> <li>Adopt a strategic commissioning approach where appropriate, to appraise new service delivery models and procurement and commissioning staff work together to ensure best outcomes for service users</li> </ol> | <ol style="list-style-type: none"> <li>Maintain a clear picture through procurement planning and spend analysis of the procurement landscape at both authorities to identify key action areas and collaborative opportunities.</li> <li>Adopt a category management approach to make savings by maximising value from areas of spend.</li> <li>Review and maximise the use of framework agreements and collaboration arrangements with other partners and PBO's where they are competitive, to deliver efficiencies and reduce duplication.</li> <li>Work towards the achievement of a Procurement savings target of £100,000 cumulative savings per authority over the 3 year strategy life.</li> <li>Ensure effective contract management of key contracts measuring contract outputs and key performance indicators to ensure competitiveness over the life of the contract</li> <li>Carry out an annual User Survey across both Councils to monitor satisfaction with the procurement service. Target 90% Satisfaction</li> </ol> | <ol style="list-style-type: none"> <li>Balance local needs, environmental and social value factors with delivering value for money and ensure relevant procurement exercises incorporate sustainability as appropriate within the specification and evaluation criteria.</li> <li>Consider how best to obtain social value in all services contracts above the EU threshold.</li> <li>Wherever possible and practical (within legal constraints), support local and third sector suppliers by encouraging them to engage in appropriate procurement exercises.</li> <li>Maintain an up to date Selling to the Council Guide and procurement area on the Councils' respective websites, providing simple and clear instructions on how to access procurement opportunities and signposting suppliers to the Council's e-procurement portal.</li> <li>Ensure that procurement mandatory Transparency requirements are adhered to including publication of a Contracts Register</li> </ol> | <ol style="list-style-type: none"> <li>Issue all Tender and Quotations above £10,000 through the North West's regional e-procurement portal "The Chest"</li> <li>Engage in the Cumbria led regional procurement to replace the current regional e-procurement portal framework</li> <li>Consider the potential for commercialisation and income generation from procurement activity where appropriate</li> <li>Upgrade scanning software to introduce Automated Invoice Processing to automatically interface any e-invoices that are attached to e-mails ( By 1.4.15)</li> <li>Establish a baseline and target to increase the number of invoices received by e-mail ( By 1.4.15)</li> <li>Achieve CBC/SRBC Combined PI Targets as per the Annual Shared Financial Services Business Improvement Plan of:<br/>                     *95% Payment by electronic means (BACS)<br/>                     *99% of suppliers invoices paid within 30 days<br/>                     *80% of suppliers invoices paid within 10 days<br/>                     *100% of remittances to suppliers by electronic means</li> </ol> |
| <p>Lead Officer<br/>                     Target 7: Head of Shared Financial Services, Targets 23, 24 and 25 Principal Systems &amp; Financial Accountant<br/>                     All other targets: Principal Procurement Officer / Procuring Department(s)</p> |   |   |   |  |