

**South Lakeland District Council**  
**Overview and Scrutiny Committee: 1 February 2019**  
**Cabinet: 6 February 2019**  
**Council: 26 February 2019**  
**2019/20 Procurement Strategy and Procurement Schedule**

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**Portfolio:** Andrew Jarvis - Finance Portfolio Holder  
**Report from:** Shelagh McGregor - Assistant Director Resources (Section 151 Officer)  
**Report Author:** Helen Smith – Financial Services Manager  
**Wards:** (All Wards);  
**Forward Plan:** Budget and Policy Framework Decision included in the Forward Plan as published on 2 October 2018

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**1.0 Expected Outcome**

1.1 It is expected that Council will ensure Value for Money in the provision of services and improve the efficiency of its procurement activities through the approval of the procurement exercises proposed for 2019/20 and the updates proposed to the Procurement Strategy.

**2.0 Recommendation**

**2.1 It is recommended that Overview and Scrutiny Committee:-**

**(1) consider the updated Sustainable Procurement and Commissioning Strategy attached at Appendix 1; and**

**(2) consider the Procurement Schedule for 2019/20 attached at Appendix 2.**

**2.2 It is recommended that Cabinet:-**

**(1) recommends the updated Sustainable Procurement and Commissioning Strategy attached at Appendix 1 to Council for approval; and**

**(2) recommends the Procurement Schedule for 2019/20 attached at Appendix 2 to Council for approval.**

**2.3 It is requested at that Council:-**

**(1) approve the updated Sustainable Procurement and Commissioning Strategy attached at Appendix 1; and**

**(2) approve the Procurement Schedule for 2019/20 attached at Appendix 2.**

**3.0 Background and Proposals**

3.1 The Council's three-year Sustainable Procurement and Commissioning Strategy was approved in 2016. During 2019 an exercise will be carried out to review the document to ensure it meets the Council's needs in the future under the Customer

Connect model. During 2018 the Local Government Association has published an updated National Procurement Strategy. Many of the proposals in this national strategy are already reflected in the Council's strategy but some minor changes are proposed around strategic contract management, supplier engagement and social value. References to legislation and the Council Plan have also been updated. Appendix 1 updates the Council's existing strategy to reflect these changes.

- 3.2 Since April 2016 the Council's Constitution has permitted officers to conduct and conclude the contracting processes without further approval providing it is in line with the Procurement Schedule, to be approved by Council at least annually. Where a procurement process is over budget then approval will still be required in accordance with the Financial Procedure Rules. Where an officer seeks approval for a waiver or exemption under the Contract Procedure Rules this is also included in the Procurement Schedule.
- 3.3 The Procurement Schedule for 2019/20 is attached at Appendix 2. There are 78 procurement projects identified which is slightly lower than the 83 procurement exercises originally approved for 218/19.

#### **4.0 Consultation**

- 4.1 Overview and Scrutiny Committee and Cabinet will consider the Procurement Schedule prior to presentation to Council for approval.

#### **5.0 Alternative Options**

- 5.1 Council could decide not to approve all or part of the Procurement Schedule. This would mean that separate acceptance reports may be required for all or specific tenders.

#### **6.0 Links to Council Priorities**

- 6.1 The Procurement Strategy at Appendix 1 sets out the links to the Council Plan.

#### **7.0 Implications**

##### **Financial, Resources and Procurement**

- 7.1 There are no direct financial implications of the report. Staff resources are required to manage individual procurement exercises, both within the Procurement team and individual service teams. Effective procurement will enable the Council to demonstrate it achieves value for money. Where procurement exercises have not been run in a lawful manner there may be fines and other additional costs.

##### **Human Resources**

- 7.2 There are no direct staffing implications of the report.

##### **Legal**

- 7.3 This report has no direct legal implications at this stage but individual proposals resulting from this report may have direct legal implications.

##### **Health, Social, Economic and Environmental**

- 7.4 Have you completed a Health, Social, Economic and Environmental Impact Assessment? No

##### **Equality and Diversity**

- 7.5 Have you completed an Equality Impact Analysis? Yes (attached at Appendix 3)
- 7.6 Summary of equality and diversity impacts: There are no significant equality and diversity impacts.

## Risk

Risk	Consequence	Controls required
Failure to accept tenders within time limits	Potential need to re-tender and/or loss of most economically favourable tenders.	Robust procurement processes including efficient mechanisms for accepting tenders.

## Contact Officers

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## Appendices Attached to this Report

Appendix No.	Name of Appendix
1	Sustainable Procurement and Commissioning Strategy 2016-2019 (January 2019 update)
2	Procurement Schedule 2019/20
3	Equality Impact Assessment

## Background Documents Available

Name of Background document	Where it is available
None	

## Tracking Information

Signed off by	Date sent
Legal Services	16/01/2019
Section 151 Officer	16/01/2019
Monitoring Officer	16/01/2019
SMT	16/01/2019

Circulated to	Date sent
Assistant Director	16/01/2019
Human Resources Manager	N/A
Communications Team	N/A
Leader	N/A
Committee Chairman	N/A
Portfolio Holder	16/01/2019
Ward Councillor(s)	N/A
Committee	01/02/2019
Executive (Cabinet)	06/02/2019
Council	26/02/2019