

South Lakeland District Council
Overview and Scrutiny Committee
Friday, 17 January 2020
2020/21 Procurement Schedule

Portfolio: Finance and Resources Portfolio Holder
Report from: Section 151 Officer
Report Author: Helen Smith – Finance Lead Specialist (Section 151 Officer)
Wards: All Wards
Forward Plan: Budget and Policy Framework Decision included in the Forward Plan as published on 1 October 2019

1.0 Expected Outcome

1.1 It is expected that Council will deliver 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 2020/21.

2.0 Recommendation

2.1 It is recommended that Overview and Scrutiny Committee:-

(1) consider the Procurement Schedule for 2020/21 attached at Appendix 1.

3.0 Background and Proposals

3.1 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.

3.2 The Procurement Schedule for 2020/21 is attached at Appendix 1. There are 105 procurement projects identified which is considerably higher than the 77 procurement exercises originally approved for 2019/20.

4.0 Consultation

4.1 Overview and Scrutiny Committee and Cabinet, on 5 February 2020, will consider the Procurement Schedule prior to presentation to Council for approval on 25 February 2020.

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 Individual proposals within the procurement schedule reflect Council Plan priorities and budget proposals.

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 procurement staff 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. Individual procurement exercises may have direct staffing implications.

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

7.5 If you have not completed an Impact Assessment, please explain your reasons: advice is taken on the Health, Social, Economic and Environmental Impact of each procurement project. This report considers the overall process rather than individual procurement exercises.

Equality and Diversity

7.7 Have you completed an Equality Impact Analysis? No

7.8 If you have not completed an Impact Assessment, please explain your reasons: advice is taken on the Equality and Diversity impact of each procurement project. This report considers the overall process rather than individual procurement exercises.

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	Procurement Schedule 2020/21

Background Documents Available

Name of Background document	Where it is available
Council Constitution	https://www.southlakeland.gov.uk/your-council/councillors-and-decisions/council-constitution/

Tracking Information

Signed off by	Date sent
Legal Services	06/01/20
Section 151 Officer	06/01/20
Monitoring Officer	06/01/20
CMT	N/A

Circulated to	Date sent
Lead Specialist	06/01/20
Human Resources Lead Specialist	N/A
Communications Team	N/A
Leader	N/A
Committee Chairman	N/A
Portfolio Holder	06/01/20
Ward Councillor(s)	N/A
Committee	17/01/20
Executive (Cabinet)	05/02/20
Council	25/02/20