

South Lakeland District Council
Council
Tuesday, 25 February 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 Council approve 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 109 procurement projects identified which is considerably higher than the 77 procurement exercises originally approved for 2019/20.

4.0 Consultation

4.1 The procurement schedule was considered by Overview and Scrutiny Committee on 17th January 2020 and Cabinet on 5 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.
- 7.2 The Council is under a general Duty of Best Value to “make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness”. Councils are expected to consider overall value, including economic, environmental and social value when reviewing service provision. Social value is about seeking to maximise the additional benefit that can be created by procuring or commissioning goods and services. To achieve the right balance – and before deciding how to fulfil their Best Value Duty – authorities are under a Duty to Consult representatives of a wide range of local persons. These requirements will be considered in the commissioning and procurement of individual contracts.

Human Resources

- 7.3 There are no direct staffing implications of the report. Individual procurement exercises may have direct staffing implications.

Legal

- 7.4 This report has no direct legal implications at this stage but individual proposals resulting from this report will have direct legal implications. The Legal Governance and Democracy team will ensure that procurements are progressed in line with the Councils constitution, relevant legislation and statutory guidance.

Health, Social, Economic and Environmental

- 7.5 Have you completed a Health, Social, Economic and Environmental Impact Assessment? No
- 7.6 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.

Risk	Consequence	Controls required
Failure to achieve best value when tendering for goods and services	It is a statutory duty to consider social value within the Best Value duty. Potential challenge to process if insufficient consideration of social value or flawed consultation with service users.	To consider social value when preparing tender documents including the need for consultation if service levels are changing.

Contact Officers

Helen Smith, Financial Services Manager, 01539 793147, h.smith@southlakeland.gov.uk

Gillian Flowers, Procurement Specialist, 01539 793235,
gillian.flowers@southlakeland.gov.uk

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://tinyurl.com/gth4cva

Tracking Information

Signed off by	Date sent
Legal Services	07/02/20
Section 151 Officer	07/02/20
Monitoring Officer	07/02/20
CMT	N/A

Circulated to	Date sent
Lead Specialist	07/02/20
Human Resources Lead Specialist	N/A
Communications Team	N/A
Leader	N/A
Committee Chairman	N/A
Portfolio Holder	13/01/20
Ward Councillor(s)	N/A
Committee	17/01/20
Executive (Cabinet)	05/02/20
Council	25/02/20