



**Breckland**  
COUNCIL

**Breckland District Council**  
**Procurement & Commissioning Intentions**

**2020 - 2023**

## Introduction

Procurement has never been more important than it is today in Local Government. Decreasing funding in the sector from Central Government have created an environment in which it is paramount that we spend our money strategically, so we can continue to deliver services which are efficient and able to manage future demands of our communities.

In recent years, procurement and contracting practice has been subject to a number of changes from Central Government. As a result of Lord Young's recommendations in his 2013 report "Growing your business", a number of reforms were made to the Public Contract Regulations which will affect the way the council procures its goods and services. These changes were made to encourage the growth of small and medium enterprises (SME's) and to reinforce openness and fair competition by increasing transparency requirements for public contracting bodies.

One of the key themes of this policy will be to make procurement and opportunities more accessible to businesses local to the district, while maintaining a fair and transparent approach. In order to achieve this, we will consider splitting larger contracts into smaller lots, provide clear information and engage regularly with local businesses.

## What is Procurement and why is it important?

Procurement is the process which the Council must follow in order to purchase third party goods, services and works. This could be something really simple, (such as stationary or office furniture) or be needed to provide a complex service (such as providing outsourced services for refuse collection) The processes we follow are defined by both British and European Procurement law, which underpin our Contract Standing Orders in the constitution.

The Council applies the highest professional standards possible, when spending money on behalf of taxpayers, so that we can provide the best possible services whilst keeping tax down and reducing our dependence on Central Government funding.

## Purpose

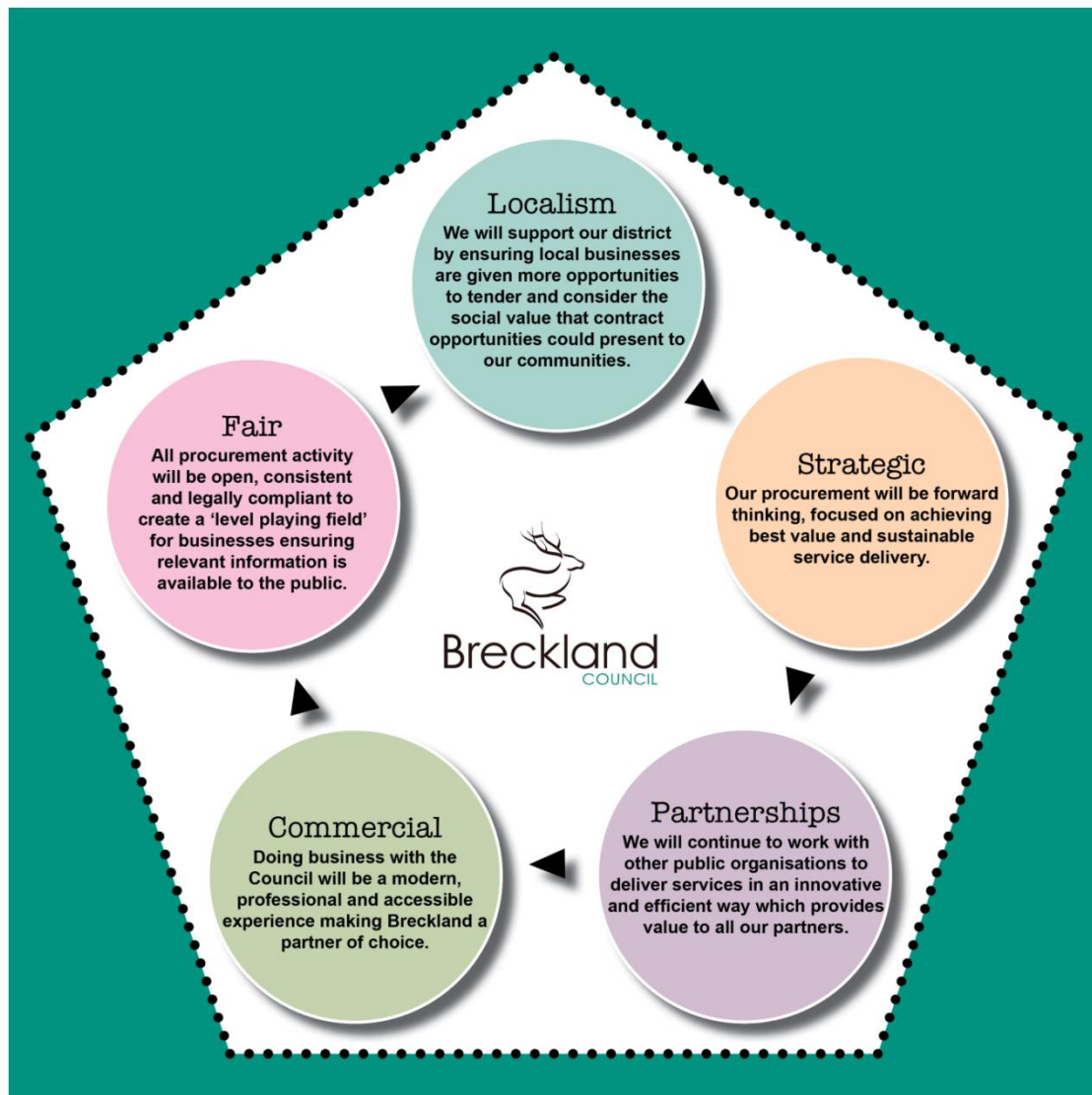
As a public sector buyer, Breckland District Council spends in excess of £9 million per year on contracts. This money is used to procure the third party supplies, works and services which help to us deliver all our key services to the public. By thinking strategically about how we procure these services, we can support the Council's wider social, economic and environmental objectives and help stimulate a vibrant local economy.

By building relationships and increasing our knowledge of local businesses, we can work to increase the proportion the Council spends in the District, which directly feeds into one of the Councils four key Corporate Priorities; "**Developing the local economy to be vibrant with continued growth**". We are committed to ensuring our procurement benefits our District by adding Social Value. By creating job opportunities and supporting the local supply chain, we can have a profound impact on our local communities.

In conjunction with the Council's Contract Standing Orders (Part 4b), this strategy will outline the Council's key objectives, principles, goals and responsibilities in its strategic approach to procurement.

## Objectives

The following strategic themes summarise the key areas which we need to focus on throughout all procurement activity;



By realigning our priorities throughout the commissioning cycle, Breckland Council can deliver the best possible value services to the public and optimise our external spend. Benefits include;

- Growing and encouraging opportunities for the local economy
- Reduce duplication and overlap in contracts, allowing for future market planning and more effective tendering
- Increased staff knowledge and support throughout the procurement cycle
- Mitigation of the risk of legal challenges
- Delivering better value contracts and savings to the taxpayer
- A simpler and more commercially focused experience partners and contractors

## **Principles of Procurement**

At the centre of this strategy are the procurement principles which will shape the process the Council follows in commissioning services in line with our procurement objectives.

### **Pre-Market Analysis**

The procurement team will assist officers in choosing the best route for procurement, checking for duplications in service to rationalise contracts where appropriate. We will achieve this by;

- Conducting gap analysis of current contracts
- Identifying opportunities for partnership working with other public sector organisations
- Advising staff on the appropriate procurement process

### **Market Research**

We want to increase our knowledge so that we can identify as many businesses that can deliver our requirements as possible and create a competitive tendering process. We will achieve this by;

- Building resources and directories of local businesses for staff to use pre-procurement.
- Hold events to 'warm up' the local market and make sure they are aware of upcoming opportunities.
- Conducting regular benchmarking exercises throughout contracts to stay informed on trends value, quality and industry standards.

### **Local Market Engagement**

We want to involve our communities and local businesses in shaping our approach to procurement and commissioning wherever possible, to stay informed of the needs of the local communities and economy by;

- Holding 'Meet the Buyer' events to connect with local businesses and increase awareness and opportunities to work with the Council.
- Consulting with local businesses to get feedback on working with the Council.
- Finding new ways to connect with the local market and advertise our opportunities by making use of electronic tendering and social media, while ensuring that our opportunities are accessible to all in our community.

### **Social Value and Sustainability**

We will consider the social value our contracting opportunities can add to our community's economic, social and environmental wellbeing throughout the commissioning cycle. We will achieve this by;

- Splitting larger contracts into lots to encourage SMEs to bid.
- Considering social value in writing specifications, award criteria and contracts.
- Ensuring our contractors are considering social factors, such as creating apprenticeship opportunities and prompt payment down the local supply chain.

### **Transparency**

New transparency requirements enforce a number of changes to the way public contracting bodies record procurement activity. We will achieve this by publishing the following on our website;

- A Quarterly contracts register
- Spending over £500 and Purchase card purchases
- Performance of paying contractors within 30 days from March 2016
- Advertising and publication of tender documents on Contracts Finder and OJEU (where legally required)

### **Consistency**

We want everyone who does business with the Council to have the same experience; our processes should be straightforward, efficient and modern. We will achieve this by;

- A new approach to evaluating tenders through improved award criteria which considers quality and price proportionately.
- Migrate to an Electronic Tendering system by June 2016 to ensure we are compliant with government legislation on the provision of fully electronic procurement while still supporting those local suppliers that might not use online services.
- Developing standardised documents and toolkits to ensure that procurement practice is consistent across all parts of the Council.
- Provide refresh training to all commissioning officers to ensure that they follow our practice.

## **Useful contacts**

This strategy has been produced for the benefit of the public, members, staff and third party suppliers and businesses. If you have any additional questions on Procurement and Contracts or the wider Commissioning process, you can contact the procurement team;

### **Email**

email: [procurement@breckland-sholland.gov.uk](mailto:procurement@breckland-sholland.gov.uk)

### **Post**

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