

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Planning Portfolio Holder

8 March 2011

AUTHOR/S: Executive Director – Corporate Services

CHANGES TO THE COUNCIL'S PROCUREMENT STRATEGY

Purpose

1. To link the Procurement Strategy to the Climate Change Action Plan 2010-13 and incorporate Safeguarding Children and Vulnerable Adults into the Procurement Strategy.
2. This is not a key decision but it has been brought before the Planning Portfolio Holder as it is important to update the Procurement Strategy in line with other Council policies and it is good practice to regularly review policies, strategies and procedures, to ensure that they remain relevant, adequate and effective. The proposed changes to the Procurement Strategy will support the Climate Change Action Plan 2010-13, Safeguarding Children Policy 2009 and Safeguarding Vulnerable Adults Policy 2010.

Recommendations

3. That the Planning Portfolio Holder approves amendments to the Procurement Strategy to link to:
 - (a) the Climate Change Action Plan 2010-13:
 - (i) amend paragraph 4.8.6 of the Procurement Strategy (new wording shown in ***bold italics***)
“As part of the Council's Climate Change Action Plan 2010-13 the Council is committed to reducing its own carbon footprint and procurement can play a part in achieving this aim. The Council will therefore place significant weight upon seeking to ensure that the level of life-cycle carbon emissions associated with the materials, products, services and utilities that it procures are in line with its carbon reduction commitments.”
 - (ii) amend paragraph 4.8.9 of the Procurement Strategy (new wording shown in ***bold italics***)
“The strategy is concerned with adopting a consistent approach for assessing the environmental impact of procurement activity within all the Council's service areas. To this end technical guidance, support documents and training sessions will be made available to staff. **This includes the use of life cycle assessments, eco-labels (e.g. energy star) and sustainability criteria in tender documentation.**”
 - (b) the Safeguarding Children Policy 2009 and Safeguarding Vulnerable Adults Policy 2010:
 - (i) insert a new section in the Procurement Strategy:
10 Safeguarding Children and Vulnerable Adults
10.1 The Council needs to safeguard the welfare of children and vulnerable adults. Therefore Contract Regulations will ensure that where procurement involves contractors coming into contact with children or vulnerable adults, the service will include criteria in the specification relating to the conduct of employees, health & safety, Safeguarding Children and

Vulnerable Adult terms and put suitable reporting processes in place to mirror the Council's internal procedures.

Reasons for Recommendations

4. Amending the Procurement Strategy as recommended will ensure that it is aligned with the Climate Change Action Plan 2010-13, the Safeguarding Children Policy 2009 and the Safeguarding Vulnerable Adults Policy 2010 and that these are taken into account in relevant procurement exercises.

Background

5. The Procurement Strategy was last reviewed and approved by the Planning Portfolio Holder in March 2010. It is now due for review and re-approval, in order to take account of actions to meet Council aims, improvements to reflect best practice, audit recommendations, etc.

Considerations

6. An action was included in the Corporate Services' service plan for 2010/11, under the Safeguarding Children cross cutting theme, to ensure that appropriate Safeguarding Children considerations are taken into account in relevant procurement exercises. This action was extended to apply also to Vulnerable Adults considerations.
7. An action was also included in the Corporate Services' service plan for 2010/11, under the Climate Change cross cutting theme, to ascertain ways in which procurement can assist reduction of CO₂ emissions.
8. These amendments will ensure that the cross cutting themes of Climate Change, Safeguarding Children and Vulnerable Adults are incorporated into the Procurement Strategy and that Council staff take these into account when procuring goods and services.
9. Other document changes
 - (a) Contract Regulations will be updated to reflect the changes to the Procurement Strategy and will provide practical advice and guidance on incorporating Climate Change, Safeguarding Children and Vulnerable Adults criteria into procurement exercises.
 - (b) Procurement checklists will be amended and Invitation To Tender and quotation documents (including intranet copies) will be reviewed in light of these changes and updated as required.
10. The latest Internal Audit review of procurement did not result in any other changes to the Procurement Strategy being recommended.

Options

11. The options are:
 - (a) To accept the recommended changes to the Procurement Strategy, allowing these changes to be made.
 - (b) To suggest amendments or additions to the Procurement Strategy.

Implications

12. Financial	The changes to the strategy should not increase the costs of goods/services that the Council purchase. Evaluation of tenders/quotes will be based on weighted percentages of finance and quality criteria.
Legal	N/A
Staffing	N/A
Risk Management	Safeguarding Children and Vulnerable Adults is key to avoiding unnecessary risks when appointing contractors to work in our community.
Equality and Diversity	N/A
Equality Impact Assessment completed	No The Procurement Strategy passed an equality impact assessment in March 2010. The modifications proposed in this report are minor alterations to link to other Council Strategies/Policies and will not effect equalities.
Climate Change	The changes will link to the Climate Change Action Plan 2010-13, reinforcing the Council's commitment to tackling climate change.

Consultations

13. The following people have been consulted:
- (a) Alex Colyer, Executive Director - Corporate Services
 - (b) Susan Gardner Craig, Human Resources Manager
 - (c) Anita Goddard, Housing Services Manager
 - (d) Richard Hales, Team Leader (Communities)
 - (e) Steve Hampson, Executive Director - Operational Services
 - (f) Executive Management Team

Effect on Strategic Aims

14. The recommendations of this report will impact positively on the following strategic aims of the Council:
- (a) Aim: We are committed to ensuring that South Cambridgeshire continues to be a safe and healthy place for you and your family – linking the Procurement Strategy to the Council's Safeguarding Children and Vulnerable Adults Policies contributes towards this strategic aim by ensuring that action is taken by Council staff to implement systems and procedures for the protection of children and vulnerable adults when contracting.
 - (b) Aim: We are committed to making South Cambridgeshire a place in which residents can feel proud to live:
 - (i) Approach: by working with local residents to promote community cohesion and addressing the needs of the most vulnerable in the community – linking the Procurement Strategy to the Council's Safeguarding Children and Vulnerable Adults Policies contributes towards this strategic aim through assessing whether children or vulnerable adults will be affected as a result of the service being procured and if so putting in systems and procedures to provide suitable protection.
 - (ii) Approach: by taking account of climate change in all the services that we deliver – linking the Procurement Strategy to the Council's Climate

Change Action Plan 2010-13 underlines its commitment to this strategic aim by incorporating sustainability criteria into tender documentation so that it can be assessed as part of the evaluation during a tender exercise and appropriate actions to reduce CO₂ emissions and address other climate change issues can be incorporated in the contract.

Conclusions / Summary

15. The Procurement Strategy needs to be updated to link to the Council's Climate Change Action Plan 2010-13 and include amendments to cover Safeguarding Children and Vulnerable Adults.
16. The changes will impact positively on the Council's strategic aims.

Background Papers: the following background papers were used in the preparation of this report:

Procurement Strategy
Climate Change Action Plan 2010-13
Safeguarding Children Policy 2009
Safeguarding Vulnerable Adults Policy 2010

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