

Corporate Procurement Strategy

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Corporate Procurement Strategy

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Corporate Procurement Mission Statement

Corporate Procurement will build strong relationships with our stakeholders to deliver Spelthorne's Corporate Priorities and Corporate Values by:

- Sourcing the right commercial solutions to deliver improved whole life Value for Money, Sustainability and Compliance;
- Managing risk and ensuring process and contract compliance

We will deliver improved VFM, Sustainability and Contract Compliance

We have identified 5 key steps to delivering Value for Money, increase Sustainability and achieve better Contract Compliance, and which have a link back to at least one of the Corporate Priorities:

1. Developing Policies & Procedures - which strengthen our commitment to obtaining value for money; stimulating the local economy, improving sustainability and achieving contract compliance
2. Training, Supporting & Challenging – to enable officer capability
3. Project Planning - to ensure best use of resources and support efficiency gains
4. Contract Management – to ensure delivery of contractual commitments and continuous improvement
5. Risk Management – to support Corporate Risk Management



1. Policies & Procedures

We will:

- Develop and communicate clear Policies and Procedures that align with the revised Contract Standing Orders (CSOs) and with the Public Contracts Regulations (PCR) 2015
- Ensure that Sustainability is suitably considered in all of our Procurement projects
- Consult with stakeholders to ensure the Procedures are fit for purpose
- Seek Committee approval for the Procedures and communicate these via Spelnet

CSOs mandate the use of local providers for spend of £5k or less, enabling economic recovery within the borough (Community and Recovery).

They also reflect the requirements of the PCR 2015 and the spend thresholds and associated compliant routes to market.

Policies and Procedures have Social Value, Local & SME, and Environmental principles. We will review and update (if required) annually.



2. Training, Supporting and Challenging

We will:

- Provide training in and communication of the procedures to ensure a common understanding throughout the organisation, with a devolved approach to Procurement
- Support and challenge, using best practice and commercial judgment to ensure a sustainable and commercially viable outcome for all our procurement projects.

We will support officers to obtain best outputs and outcomes from project delivery through training and improving access to easy-to-use procedures.

Officers will be required to attend basic training sessions to then undertake procurements over £5k. This will raise awareness and ensure that we all achieve best value – supporting the Council's own financial Recovery - and procure compliantly.

3. Planning

We will:

- Develop a Procurement Plan of projects and continuous improvement
- Use service plan information to identify opportunities for cash savings and efficiency gains
- Develop our knowledge of our key markets to provide stronger support
- Develop knowledge of, and relationships with, local businesses, in key areas identified by the service plans
- Measure performance and the impact of the policies and procedures
- Implement the Procurement Project Board to consider and support projects in advance of the start of the Project

The development of a Procurement Plan, capturing all Services' procurement intentions will allow us to resource larger projects – including contract re-tendering – more effectively.

Advance notice allows us to develop a greater understanding of the markets, carry out soft market testing, develop a sourcing strategy and identify efficiencies. It will also enable us to identify areas for consolidated spend and develop much more detailed specifications of requirements to achieve all of our Corporate Priorities.

4. Contract Management

We will take into account Audit recommendations and:

- Analyse our spend data to baseline contract compliance (spend on contract / PO)
- Categorise our spend data to allow improved, and more frequent analysis, greater opportunity for efficiencies, consolidation and greater leverage
- Procure an intuitive e-tendering and contract management system that can be used across the organisation
- Review 'live' contracts to ensure benefits are delivered and to track contract liabilities.

Improved and more frequent spend analysis will allow us to check our effectiveness and identify levels of compliance (e.g. non-local suppliers for smaller value spend; the value and percentage of spend which is covered by a contract or purchase)

Categorising our spend data highlights areas for consolidation and contract leverage.

Tracking contract performance, and ensuring that proposed benefits are being delivered, will optimise Value for Money, Sustainability and Compliance and contribute towards the delivery of all Corporate Priorities.

5. Risk Management

We will:

- Regularly (every 6 months) review our top 20 key supply chain partners, against our Due Diligence checklist
- Check and measure performance of key contracts against the Specification and the provider's tender
- Regularly review and update our procedures to ensure relevance against legislation and Corporate Priorities and Corporate Values.

We will ensure that risks are managed in line with the Corporate Risk Register.

We will work with our stakeholders to develop the right approach to contract and supplier relationship management for our top 20 suppliers by value and / or strategic importance.