

**STEVENAGE BOROUGH  
COUNCIL**

**CORPORATE  
PROCUREMENT STRATEGY  
2016 to 2020**



## Foreword

Every year Stevenage Borough Council spends approximately £38.5m on goods, works and services<sup>1</sup>. We need to ensure that we are providing value for money for our residents and customers. At the same time we are committed to providing quality services and forming good partnerships with our suppliers and contractors. The Council has tried to address any issues and concerns that our stakeholders have raised with previous consultation on the Corporate Procurement Strategy by showing how we have been working to improve procurement practices in this version of the Strategy.

In January 2011, Stevenage Borough Council launched its co-operative principles. These promote and support the close working relationships the Council has with the town's residents and organisations. Stevenage embraces the support and partnership of organisations and residents. The co-operative principles enable us to work with people that use Council services to explore different ways of providing and managing the services which are incorporated into the procurement process. October 2015 saw the setting out of the new Council change programme, Future Town, Future Council. The programme is a way of focussing and directing the resources to the priorities the Council is committed to deliver, procurement is an important part of making the programme a reality and making a real difference to the citizens of Stevenage.

In recent years procurement has attracted national and political attention. In 2014 'The National Procurement Strategy for Local Government in England 2014' was launched by the Local Government Association as a vision to encourage a central voice in making savings, supporting local economies, providing leadership and modernising local government procurement. Procurement is an important tool to deliver its wider social, economic and environmental aims.

When an officer procures goods, works or services they will consider the co-operative principles and ask questions such as: Can the voluntary or community sector be involved in this procurement? Can this project boost the local economy? What is the environmental impact of this procurement? How do Stevenage residents want this delivered?

Procurement is a key part to making savings across the Council; with decreasing resources it has an even greater importance to play. Value for money is not always achieved through the lowest price, the sum of the whole life costs and benefits must be taken into account to guarantee that a decision takes into account long term more sustainable options. Doing more for less will be essential to make further savings across the Council.

This strategy has been developed with the co-operative principles in mind and has built on previous strategies consolidating improvements to take us forward into 2020. The revised action plan highlights our immediate priorities to support the delivery of this strategy and looks at what we have achieved. Procurement at Stevenage strives to engage the community and strengthen relationships with the voluntary and community sector assisting us to deliver high quality and effective goods, works and services.

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<sup>1</sup> This figure now excludes spend such as pension contributions that are non – influencable.



Councillor Joan Lloyd (Mrs)  
Portfolio Holder for Resources

## 1.0 Consultation on the 2013 to 2016 Corporate Procurement Strategy

Since we consulted with you on the last revision of the strategy we have been working to improve the way we do things.

We asked you...	You said...	We did...
If you thought the strategy would encourage small businesses to bid for Council contracts?	More guidance and engagement was required	<ul style="list-style-type: none"> <li>We have updated our 'Selling to the Council' Guide which is available on the internet.</li> <li>We have attended a Meet the Buyer event held at Stevenage Business Technology Centre.</li> </ul>
If you thought the strategy would encourage Stevenage Borough Council to be fair and open to all potential suppliers	The Council should be looking to favour local suppliers where possible	<ul style="list-style-type: none"> <li>We have updated our Contract Standing Orders to say that the Council's members wish to support the growth of local businesses and staff may wish to invite local suppliers to quote for opportunities.</li> </ul>
Whether there are any elements of our strategy that could or should be enhanced or added	<p>You need to consider forward planning</p> <p>You would like to see 25% of procurement to be sourced from the local area</p>	<ul style="list-style-type: none"> <li>We now publish a quarterly pipeline of future procurements on the intranet and continue to publish our contracts register on a quarterly basis.</li> <li>We have achieved a local spend of 46% in 2014/15 and a local spend of 58% in 2015/16. (see page 7 for local definition)</li> </ul>
Whether the action plan was fit for purpose and whether it would achieve the goals of our procurement strategy	It may achieve the goals in cost terms but greater value can be achieved	<ul style="list-style-type: none"> <li>Ensure all procurements are based on a price/quality split. We have demonstrated our achievements from the action plan on page 21</li> </ul>

<p>Whether our objectives (as described in the strategy) were fit for purpose in 1) considering the local economy? 2) considering the environment? 3) being socially considerate?</p>	<ol style="list-style-type: none"> <li>1) We should use businesses in Hertfordshire</li> <li>2) We should favour local suppliers where possible</li> <li>3) We should give the work to the best contractor</li> </ol>	<ol style="list-style-type: none"> <li>1) Use the business which offers the most economically advantageous offer for the Council but we have changed our Contract Standing Orders to invite at least one local supplier where possible to our quotation level procurements.</li> <li>2) Invite at least one local supplier to a quotation level procurement where possible</li> <li>3) Give work to the most economically advantageous contractor taking into account both quality and price criteria.</li> </ol>
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## 2.0 Introduction

2.1 The Corporate Procurement Strategy for Stevenage Borough Council explains what the Council means by procurement and sets out our current position, our aims and objectives and vision and mission for procurement. The strategy highlights the principles we will use to procure and deliver the goods, works and services that will support the Council's overall aims and objectives. We have listened to our stakeholders when writing this strategy by encouraging input through a consultation survey.

## 2.2 Who This Strategy Is For

- **Council Members** – so that they can guide, challenge, and review the way that procurement is applied at the Council
- **Stevenage Borough Council Senior Management** – so that they can manage their department's compliance to principles and actions outlined in the Strategy
- **Corporate Procurement Department** – to support the aims and objectives of the Council as outlined in the Strategy shaping procurement processes across the Council
- **Current & Potential Suppliers (including local suppliers, small medium enterprises, charitable, voluntary and community sectors)** – so that that they can understand the direction of procurement at the Council
- **Customers** – so that they can comment, input and see the direction of procurement at the Council
- **Partners** – to ensure that the Council's policies and strategies are aligned to procurement aims, goals and initiatives
- **Other Stakeholders** – for information to other Council's, groups with an interest in procurement in the Council, Government Agencies, Trade Unions and other relevant agencies

### The Stevenage Procurement Mission Statement

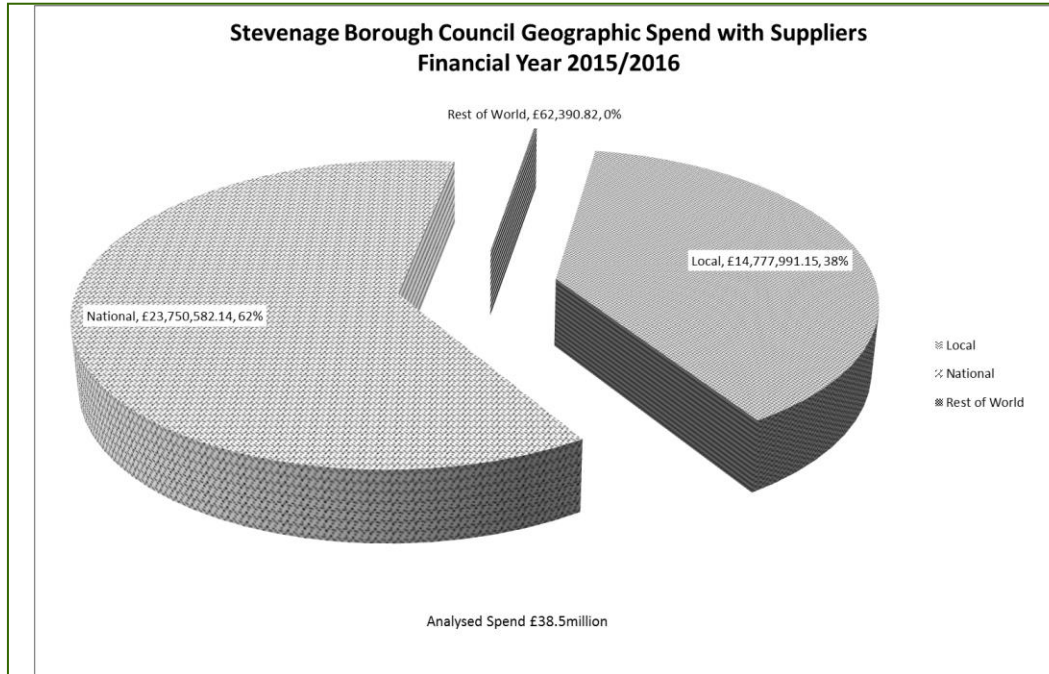
Stevenage Borough Council's preference is to provide services in-house or through a shared service. Procurement will strive to obtain maximum value for money from all goods, services and works required by the Council. We will strive to obtain maximum value for money from all goods, services and works required by the Council. We will actively seek out and encourage local suppliers to bid for our contracts and operate in line with our co-operative principles. We will maintain a commitment to procurement excellence through professional ethics and best practice, training, advising and identifying new and innovative solutions. We will be fair, transparent and proportionate in our processes.

### The Procurement Vision for Stevenage Borough Council

The Council's vision in support of value for money and recognising the requirements of procurement is as follows: *"To ensure that citizens and taxpayers of Stevenage receive the best value through planned, skilful and innovative procurement in respect of all goods, works and services"*.

### 3.0 Breakdown of Stevenage Borough Council Expenditure

3.1 Stevenage Borough Council (“The Council”) spends approximately £38.5 million on the procurement of goods, works and services. The chart below shows the geographical areas that this expenditure was made in 2015/16.

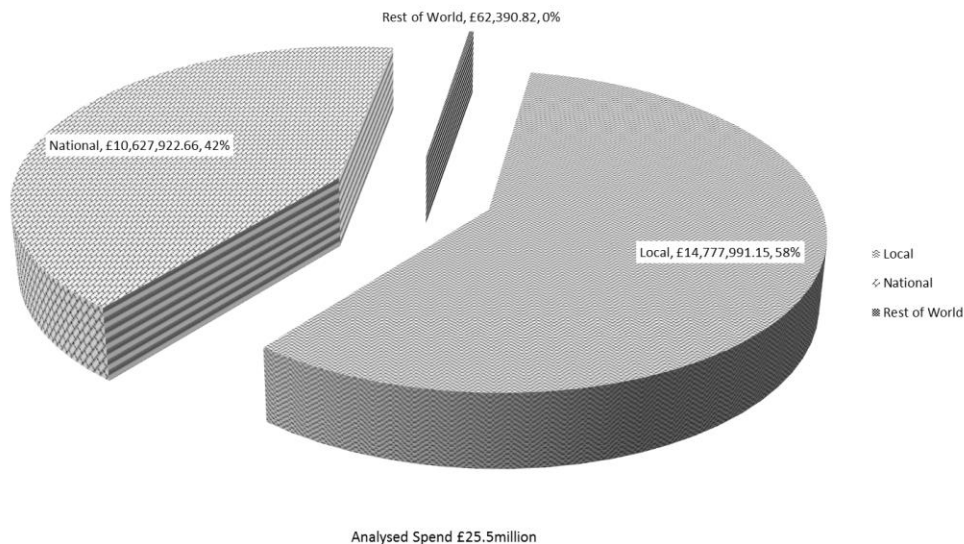


3.2 The expenditure of £38.5 million includes three large housing contracts which comprise of Decent Homes, Roofing and External Works; the contracts account for 34% of our overall spend. These contracts are not carried out on an annual basis so changes the landscape of the expenditure. If these contracts are excluded from the £38.5 million then our total spend would be £25.5 million, however the housing contracts are national in expenditure terms but they have local clauses such as:

- **employing and training local apprentices**
- **working with local schools to provide career advice and experience**
- **enhancing DIY and other skills for our residents and staff**
- **contractor led initiative for the promotion of business opportunity and employment within the local community**
- **support initiatives for the voluntary sector and initiatives for employment of trade improvers to enhance their skills**

By removing the large housing contracts we can see an accurate picture of our geographical spend and this shows that 58% goes to suppliers locally; the graph overleaf shows this split. We have defined local as all suppliers that are based in the East of England, the following link shows which local authorities this covers <http://www.eelga.gov.uk/about/local-government-in-the-east-of-england.aspx>

**Stevenage Borough Council Geographic Spend with Suppliers  
Financial Year 2015/2016**

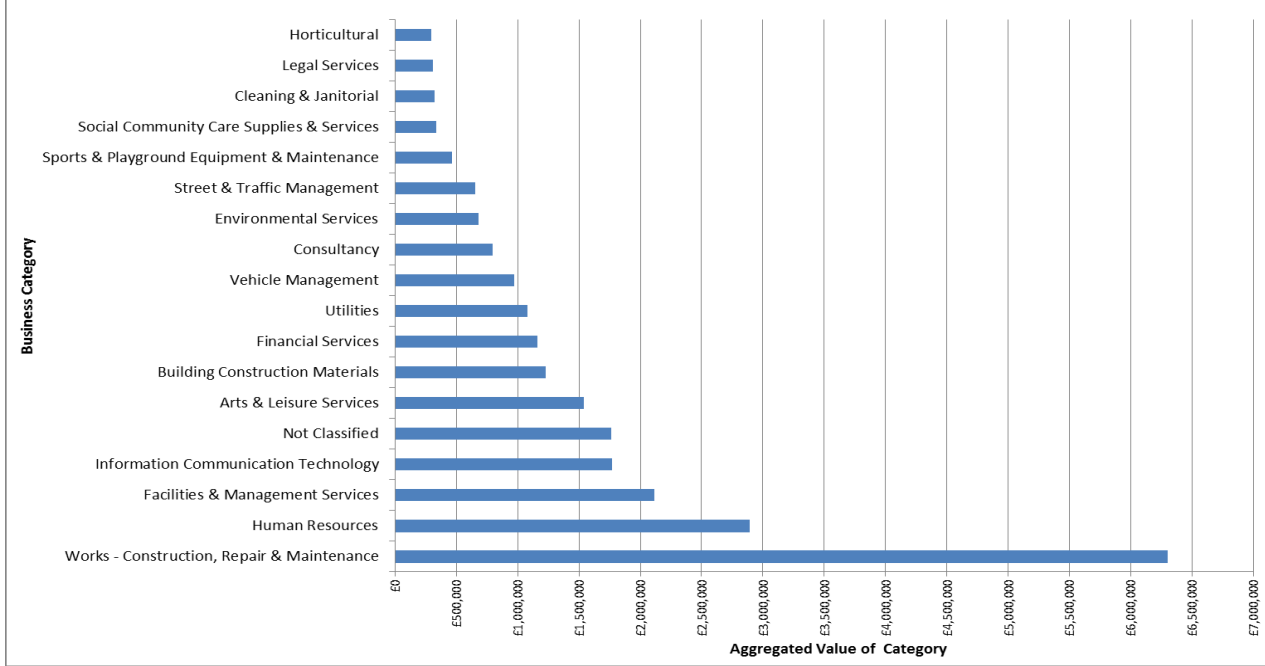


3.3 There are trading opportunities for businesses to sell goods, services and works to the Council, the charts below show what business categories we are most likely to spend our money on. The charts are categorised using Pro Class which is the Local Authority procurement classification and bears no relevance to individual departments or budgets in the Council. A chart in Appendix A shows the type of goods, works or services which the Council may be seeking in relation to the different pro class categories. The charts have been shown in two parts due to the large variance in the value of spend per category, if it was put together in one chart the axis would be difficult to read.

3.4 The highest business category spend in 2015/16 is for Works to include construction, repair and maintenance, this is shown in the chart for expenditure over £250,000. A list of what you can expect the Council to buy in each business category is shown in the table overleaf. Stevenage Borough Council has 2192 rateable businesses as at July 2016, of those businesses the Council has traded with 192 of them in the financial year 2015/16, 153 of the 192 businesses are SME's. The number of rateable businesses shows that there are many opportunities available for our local businesses to supply to the Council, the charts showing the categories we spend our money on are designed to help identify what areas we are likely to request quotations or tenders for.

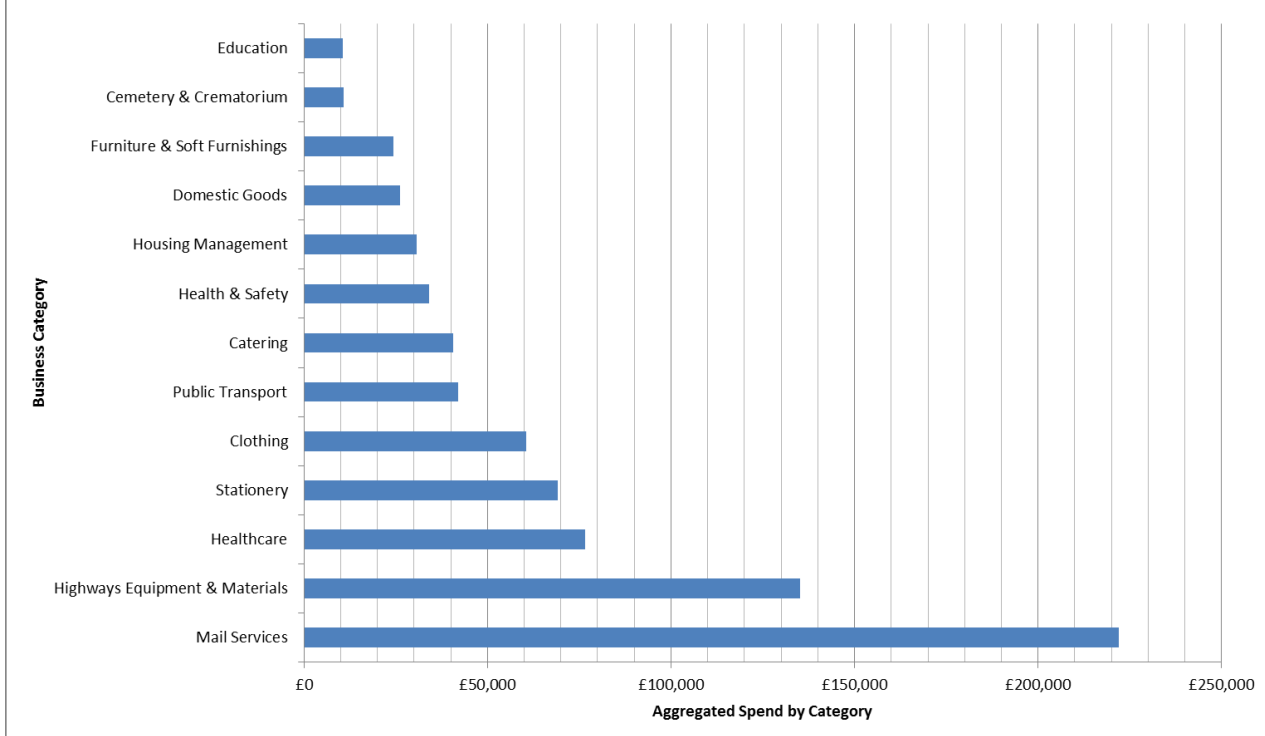


**Stevenage Borough Council Business Category Spend Estimation Part 1 (over £250,000) Financial Year 2015/16**



3.5 The highest business category spend for expenditure under £250,000 is for mail services which includes couriers, freight and postage.

**Stevenage Borough Council Business Category Spend Estimation Part 2 (under £250,000) Financial Year 2015/16**



## **4.0 Commercial Considerations in Stevenage Procurement**

4.1 Strategic procurement at Stevenage will address, embrace and develop the following commercial issues in public sector procurement:

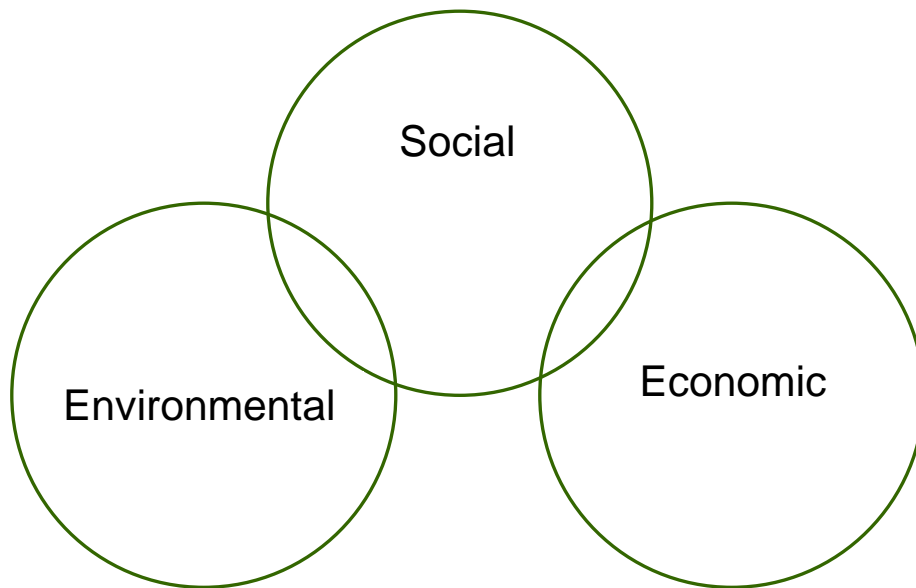
- 4.1.1 procurements will be made within the Council's regulatory framework as laid down in the Constitution, Financial Regulations and Contract Standing Orders as well as applicable legislation
- 4.1.2 we will work with our suppliers to encourage innovation in order to do more for less
- 4.1.3 we will be transparent, accountable and fully document the process
- 4.1.4 we will be capable of generating the most advantageous balance between quality, appropriateness, cost and timescale
- 4.1.5 we will embrace the Council's corporate policy and value for money objectives
- 4.1.6 we will encourage competition and challenge wherever possible and invite local, SME and Third Sector suppliers to participate in contract opportunities
- 4.1.7 we will develop robust commercial relationships, the placement of aggregated corporate contracts and the use of Private Finance Initiative and Public Private Partnership contracts where appropriate
- 4.1.8 we will allow the development of alternative procurement, partnerships and consortia arrangements encouraging collaboration with other public sector bodies to deliver savings through volume
- 4.1.9 we will avoid over-complex administration for routine tasks and transactions
- 4.1.10 we will operate within the Council's service budgetary constraints
- 4.1.11 we will maintain an auditable record of decision making and reasoning
- 4.1.12 we will meet the requirements of the Council's Procurement Strategy
- 4.1.13 we will promote the Equality and Diversity Action Plan, the Safeguarding Children Policy and the Safeguarding Adults at Risk Policy
- 4.1.14 we will strive to make the procurement process efficient, effective and streamlined, reducing waste and duplication of effort wherever practicable
- 4.1.15 we will manage our contracts effectively to achieve value for money and to ensure responsible procurement is being embraced by our supply chain
- 4.1.16 we will publish a contracts register on our website detailing all active contracts over £5,000 in addition to a procurement pipeline detailing contracts expected to

be re-procured and new procurement projects that we expect to undertake, this can be found at: <http://www.stevenage.gov.uk/about-the-council/tenders-and-contracts/155778/>

- 4.1.17 we will communicate to businesses that are registered to do business with us through our E-tendering portal Intend by issuing a business newsletter when we have updates to deliver

## 5.0 Responsible Procurement: The Aims and Goals of Stevenage Procurement

- 5.1 Procurement at Stevenage Borough Council is committed to responsible sustainable procurement. The process is where organisations meet their requirements for goods, services and works in a way that achieves value for money on a whole life cycle cost basis generating benefits to both the organisation, society and the economy, whilst reducing the impact on the environment.
- 5.2 Responsible procurement is about identifying what our products and services are made of, where they come from and who has made them. The Corporate Procurement department will work with contract managers across the Council to achieve value for money by engaging sustainable procurement processes and taking into account the three areas of economic, environmental and social considerations.



Stevenage procurements further aims and goals are outlined using this methodology:

## **6.0 Economic Considerations**

6.1 Economic considerations are those that impact value for money, that have an effect on the local economy and those that ensure that the Council follows a procurement structure demonstrating fairness and transparency to all.

## **6.2 Objectives and Goals**

- 6.2.1 Procurement of services, supplies and works will be founded upon value for money for Stevenage, having due regard to propriety and the Council's legal obligations. Value for money as a contract criterion will be defined as the optimum combination of whole life cycle cost and quality (or fitness for purpose) to meet the customer's requirement
- 6.2.2 Stevenage Borough Council recognises that the competitiveness of its services is a key dimension to be addressed in value for money reviews of a service. Reviews will consider competitiveness in terms of cost, quality, customer satisfaction and added value. Any assessment of competitiveness will be carried out in a fair, auditable and transparent manner
- 6.2.3 The Corporate Procurement department will maintain a contracts register of current contracts over the value of £5,000 and will publish a pipeline detailing contracts expected to be re-procured and new procurement projects that we expect to undertake
- 6.2.4 All procurement projects will be managed according to a structured management method scaled to fit the project
- 6.2.5 All procurement exercises that involve expenditure from £75,000 up to EU thresholds shall be subject to the advice and guidance of the Corporate Procurement department
- 6.2.6 All procurement exercises that exceed the EU thresholds will be managed through the Corporate Procurement department who will act as the "gateway" to the market
- 6.2.7 The Council will identify key suppliers, in terms of spend and dependency to ensure that value for money is being achieved and risk is mitigated.
- 6.2.8 The Procurement Strategy ensures a structured approach to the identification; quantification and subsequent management of risk. Examples of the types of risk that may need to be considered include financial risk, service failure, customer dissatisfaction, poor service delivery, provider lock in, difficult or costly relationship management or permanent loss of specialist skills and assets.
- 6.2.9 Any officers or other stakeholders should understand their involvement in the procurement process and any time and/or resource commitments must be established at the outset of any project. Failure to do so will often result in delays, partial delivery and/or having to re-do work.

- 6.2.10 Procurement will be used intelligently to incentivise contractors, service providers and suppliers (supply chains) to reduce costs and continuously improve performance, appropriate standards and targets should be included in contracts.
- 6.2.11 The Council is committed to promoting a strong local economy by providing high quality information and advice (including information on the Council's website) and, through capacity building measures, the Council will assist local businesses, small medium sized enterprises, social enterprises, black and ethnic minority enterprises, women's and disabled owned businesses, the voluntary and community sector, charities, parish councils and employee mutual's to build their capacity to compete for and retain public contracts.
- 6.2.12 Procurement will be based on a partnering approach in which the Council and its partners will seek to gain mutual advantage through continually improving relationships
- 6.2.13 The Council will continue to explore opportunities for partnering and collaborative procurement, particularly the joint procurement of services, shared sources, outsourcing etc.
- 6.2.14 The Council can demonstrate its strength in building sound relationships through a variety of models, whilst recognising the value that Small Medium Enterprises (SMEs), local businesses and third sector organisations can offer.
- 6.2.15 Procuring Officers will encourage local business in tendering for Council work and will seek to remove obstacles and inhibitors to doing business with the Council. In the delivering of elements of larger contracts and framework agreements, the roles of SMEs and Third Sector organisations will be considered. Procurements undertaken at quotation level band 1 and 2 must ensure that at least one supplier not invited at the last procurement exercise is invited on the next occasion, thus enabling local suppliers to be included.
- 6.2.16 All contracts over the value of £75,000 will be advertised through the Council's E-tendering portal (Supply Hertfordshire) – [www.supplyhertfordshire.uk/](http://www.supplyhertfordshire.uk/) and the Council's Twitter feed
- 6.2.17 Stevenage Borough Council will support Meet the Buyer events and work with the Business Technology Centre to maximise the opportunities for local, SME and Third Sector organisations to do business with the Council.
- 6.2.18 The Council is committed to the promotion of a "mixed economy" of service provision on the basis that this is most likely to deliver service quality and value for money for local residents.
- 6.2.19 Officers at Stevenage Borough Council will ensure that local businesses, small medium sized enterprises, social enterprises, black and ethnic minority enterprises, women's and disabled owned businesses, the voluntary and

community sector, charities, parish councils and employee mutual's are treated fairly alongside other suppliers through notification of tendering opportunities and other capacity-building measures.

- 6.2.20 Successful Procurement depends on good market knowledge and supplier intelligence. Staff in departments responsible for the sponsoring of contracts should be repositories of such knowledge and should track developments in the market and look for innovations.
- 6.2.21 Services, supplies and works will be acquired by competitive tendering, except in the circumstances set out in Contract Standing Orders. Successful procurement depends on good market knowledge and supplier intelligence. Competitive procurement promotes economy, efficiency and effectiveness in Council expenditure. Competition will also contribute to the competitiveness of suppliers, contractors and service providers.

## **7.0 Environmental**

7.1 The Environmental considerations include issues such as where a product is being sourced from, how environmentally friendly the supplier is and how are we benefiting the local environment as we go about our procurement.

## **7.2 Objectives and Goals**

7.2.1 As a large purchaser of services and supplies, the Council has significant influence on the environment and is concerned with its impact on the environment. Wherever possible, the Council will specify products which are made from recycled products, can be recycled or re-used, can be operated in an energy efficient manner and cause minimal damage to the environment in their production, distribution, use and disposal: so long as the requirements for value for money and quality are met.

7.2.2 The Council aims to comply with the National Procurement Strategy 2014 wherever practical by improving access for SME's and Voluntary Community and Social Enterprise (VCSE's). Consideration will be given as to how social value can be obtained in contracts over the EU threshold.

7.2.4 The Council is committed to ensuring modern slavery is not present in its supply chains and will develop policy and procedures to manage the way it obtains goods and services to keep its supply chains robust.

7.2.3 Officers procuring at Stevenage will aim to remove barriers to sustainable procurement and will reward contractors based on their sustainable procurement process

7.2.4 Suppliers are key to the delivery of sustainable procurement; they will be encouraged to continually improve their sustainability profile

7.2.5 The Council will endeavour to use Fair Trade products where possible and facilitate usage of such products through transparent procurement processes and contracts ensuring that the requirements for value for money and quality are met.

7.2.6 Electronic procurement delivers significant benefits to the Council. It should be used where possible opportunities exist to establish the principles of procurement best practice and should, therefore form part of the Council's Procurement Strategy.



## **8.0 Social**

8.1 Social considerations in procurement include community benefits, equalities and ensuring that contracts are accessible to a variety of suppliers including small medium sized enterprises, social enterprises, black and ethnic minority enterprises, women's and disabled owned businesses, the voluntary and community sector, charities, parish councils and employee mutual's.

### **8.2.1 Objectives and Goals**

8.2.1 The Council will ensure it takes an open, fair and efficient procurement of services, supplies and works

8.2.2 The Future Town Future Council ambition 'to be a financial resilient Council with enough resource to deliver our priorities' will be embedded into the procurement strategy

8.2.3 Customer focus is central to the way in which the Council operates and must involve the right stakeholders at the appropriate stages of procurement. Stakeholder input should be carefully planned and officers should identify a complete list of stakeholders, where they should be involved in the procurement timetable along with the extent of their involvement.

8.2.4 Procuring Officers will consider who to involve at the appropriate stages of procurement, establishing the level of commitment required up front will help to ensure the correct identification of requirements, reduce costly post contract variations as well as obtaining the buy-in of key bodies and individuals with regard to the procurement decisions that are made. Stakeholder engagement is an important element of achieving value for money.

8.2.5 The underlying theme of the Council's plans and strategies is to improve the delivery, efficiency and quality of services in order to meet the Council's priorities.

8.2.6 The Council is committed to eliminating discrimination in its procurement process, service delivery and employment on the grounds of race, gender, disability, age, sexuality, religion, belief, being a transsexual person, having just had a baby or being pregnant and being married or in a civil partnership.

8.2.7 Safeguards will be built into relationships with contractors and service providers to ensure that the Council complies with the Equality Act 2010 and the public sector equality duty. In order to comply with the duty the Council must ensure it can demonstrate that due regard has been given to the needs described in the legislation in the decision making process.

8.2.8 In all their dealings, Members and officers will preserve the highest standards of honesty, integrity, impartiality and objectivity. This includes compliance with the Council's Constitution, Financial Regulations, Contract Standing Orders, the Member Code of Conduct and the Employee Code of Conduct.

- 8.2.9 Procurement can be the target of anti-competitive, fraudulent and corrupt activities. The Council will take steps to minimise the opportunity for these and use clear policy statements and codes of conduct which are easily accessible by Members, staff and the public.
- 8.2.10 The Council will establish standards of competency in procurement and contract management and will take steps to ensure that Members and Officers receive training and development they need to operate to the relevant standard.
- 8.2.11 The Council is committed to valuing and developing staff to ensure that there are suitably qualified and experienced personnel that understand the sphere in which they operate and are able to provide quality services to local residents.
- 8.2.12 Wherever practicable the Council will seek to work with any relevant consortia, frameworks or collaborative opportunities to procure its requirements. Corporate and framework contracts can widen the scope of its experience, save money through lower unit costs in addition to general efficiency savings arising from streamlined ordering and invoicing arrangements.
- 8.2.13 Stevenage Borough Council will continue to review and rationalise its supply base and, where appropriate focus on the management of relationships with key suppliers. The Council will work with key suppliers to consolidate invoices, deliveries and payments to reduce processing costs and eliminate costs, this has the potential to improve quality, environmental performance and generate new solutions through the supply chain
- 8.2.14 The Council will work with its suppliers to encourage the development of apprenticeship schemes through the procurement process and contract management.
- 8.2.15 All services commissioned by the Council must operate within the requirements of the Council's Safeguarding Children Policy and meet the relevant legislative standards.
- 8.2.16 Where procurement involves the potential transfer of employees then the Council shall take every care to ensure that the exercise is handled in accordance with the advice and guidance published by Communities and Local Government. Transfers of employees includes the transfer to external contractors of workers currently employed by the Council and also the transfer of workers where Council let Contracts are re-tendered, what are often referred to as 'second generation transfers'.

## 9.0 The Future for Stevenage Procurement

- 9.1 In the future, Stevenage Borough Council will continually update procurement processes to ensure that procurement at Stevenage is fit for purpose.
- 9.2 Stevenage Borough Council has nine key focused programmes in the Future Town Future Council Programme that aim to deliver improved outcomes and real change for Stevenage residents despite continued austerity:

### Future town future council



<b>Town Centre regeneration</b>	<ul style="list-style-type: none"> <li>To create a vibrant town where people want to live, work and play</li> </ul>
<b>Housing development delivery</b>	<ul style="list-style-type: none"> <li>Increase the number of affordable houses in Stevenage</li> </ul>
<b>Co-operative neighbourhood management</b>	<ul style="list-style-type: none"> <li>We will work with our communities to improve our neighbourhoods</li> </ul>
<b>Excellent council homes for life</b>	<ul style="list-style-type: none"> <li>To provide high-quality houses to our tenants and leaseholders</li> </ul>
<b>Connected to our customers</b>	<ul style="list-style-type: none"> <li>To improve the accessibility of our services and enhance the customer experience</li> </ul>
<b>Financial Security</b>	<ul style="list-style-type: none"> <li>To be a financial resilient Council with enough resource to deliver our priorities</li> </ul>
<b>Employer of choice</b>	<ul style="list-style-type: none"> <li>The Council will have the right people, skills and knowledge to deliver for its</li> </ul>

	residents today and in the future
<b>Performing at our peak</b>	<ul style="list-style-type: none"> <li>• To become a 'smart' Council with improved service performance</li> </ul>
<b>Partner of choice</b>	<ul style="list-style-type: none"> <li>• To have stronger partnerships with key agencies to better deliver our strategic priorities</li> </ul>

- 9.3 The Future Town, Future Council programme will provide our long term focus, and resources will therefore be moved (as far as practicably possible given the limited flexibility of the existing budgets) and redirected towards activity that specifically takes these issues forward. The Corporate Procurement Strategy will be reviewed in line with the Council's Corporate Plan 'Future Town, Future Council'.
- 9.4 Procurement is a key strand of the 'Financial Security' FTFC priority and as such will contribute towards reducing the Council's costs and achieving the best outcome to support the Council's financial resilience. Procurement will work with departments to ensure that contracts are providing value for money and opportunities are taken to amalgamate areas of similar spend to achieve contract management efficiencies and benefits through economies of scale.
- 9.5 The Council and its suppliers and partners will consult with and actively listen to customers and stakeholders when making decisions that will affect them. Stevenage will require all its suppliers, contractors and partners to adopt a customer care approach at least equal to and compatible with the Council's own policy in this area.
- 9.6 Procuring officers will remain committed to how Stevenage Borough Council encourage and do business with a diverse and competitive supply market, including working with small firms, social enterprises, ethnic minority businesses, voluntary and community sector suppliers and encouraging apprenticeship schemes.

## 10.0 Summary Action Plan

Item	Last year we said we would	What we did last year	What we would like to achieve this year
1	Encourage the use of the E-tendering system for Band 2 level procurements	We have successfully worked with 6 departments and have rolled out the E-tendering system for their entire band 2 procurements.	To roll out the E-tendering system for all Band 2 procurements across the Council by <b><u>March 2017</u></b> .
2	Develop and deliver procurement training to staff across the Council	We have ran our two courses – Introduction to Procurement and Managing the Tender Process to all staff that needed the training. We have also delivered two courses on Contract Management.	To revise and update the courses as necessary and deliver the full suite of courses to all staff that require the training <b><u>by March 2017</u></b>
3	Review and update the Corporate Procurement Strategy and Contract Standing Orders	Both documents were reviewed and updated.	To review and update the Corporate Procurement Strategy and Contract Standing Orders in line with any new best practice <b><u>by March 2017</u></b>
4	Update documents and offer specialised training to help staff understand the new EU procurement legislation	We updated all of our documents in line with the new regulations and supported staff through the changes by encouraging them to attend our existing training courses.	We will continue to support staff undertaking procurements with the 2015 EU legislation - <b><u>Ongoing</u></b>
5	Achieve savings as published in the annual procurement work plan	We have achieved savings on a number of individual procurement projects both cashable and non-cashable	We will continue to work with our departments to deliver savings - <b><u>Ongoing</u></b>
6	Identify Council's top 20 suppliers and monitor value for money	We have matched our top suppliers to contracts and have focussed on the contract management to ensure value for money.	We will continue to monitor our high value contracts to ensure value for money is being achieved - <b><u>Ongoing</u></b>
7	Collaborating and improving links with neighbouring authorities	In the last year we have worked on a collaborative weed spray contract with Dacorum and we have procured a collaborative project for an HR payroll system with East Herts.	We will consider available opportunities to work with our neighbouring authorities to secure economies of scale and value for money - <b><u>Ongoing</u></b>
8	Support SME/Meet the Buyer Events/advertising new tendering opportunities on social media	We have advertised all contracts over £75,000 on the Council's twitter feed. We have supported the Chamber of Commerce at a Meet the Buyer event held at the Business Technology Centre in Stevenage.	We will continue to advertise our contracts over £75,000 on twitter and we will participate in any forthcoming meet the buyer events arranged for Stevenage

			Borough Council - <b><u>Ongoing</u></b>
9	Explore opportunities for sustainable procurement through the CAST group	The CAST group meets bi-annually, corporate procurement have attended and input into these meetings.	Corporate procurement will continue to input into the CAST group and will promote sustainable procurement where possible - <b><u>Ongoing</u></b>
10	Work with departments to ensure procurements consider social value principles in procurement	The Social Value act has been considered in all service contracts over the EU threshold. We have encouraged further use of social value and have published guides on our intranet to support staff.	We will put together an easy user guide for staff to help to extend the use of social value across a greater number of contracts <b><u>by March 2017</u></b>

## **11.0 Monitoring**

- 11.1 The effectiveness of the strategy will be monitored and reviewed by the Contracts and Procurement Group on a quarterly basis in line with the actions we would like to achieve in 2016/17. Where targets are listed as ongoing they will be monitored on a quarterly basis by the Resources Portfolio Holder. New targets will be set in the context of an over-riding need to achieve annual cashable efficiency savings.
- 11.2 The success of the strategy will be measured by Procurement's contribution to best value and savings to be made by the Council for the future and by ensuring that the Council mitigates risk in the area of procurement.

## APPENDIX A

The chart below lists the type of goods, works or services which the Council may be seeking in relation to the different pro class categories.

Pro Class Category	Type of Goods/Works/Services procured in this category
Arts & Leisure Services	<ul style="list-style-type: none"> <li>• Events</li> <li>• Museums &amp; Art</li> <li>• Organised Activities</li> <li>• Outsourced Service</li> <li>• Performing Arts</li> <li>• Professional Music Instruments</li> <li>• Sport &amp; Fitness</li> <li>• Not Elsewhere Classified</li> </ul>
Building Construction Materials	<ul style="list-style-type: none"> <li>• Bathrooms</li> <li>• Electrical</li> <li>• Fencing</li> <li>• Floor Coverings</li> <li>• General Materials</li> <li>• Glazing/Doors</li> <li>• Hand Tools</li> <li>• Heating &amp; Air Conditioning</li> <li>• Insulation</li> <li>• Kitchens</li> <li>• Lighting</li> <li>• Machine Tools</li> <li>• Paint &amp; Finishing</li> <li>• Plumbing</li> <li>• Roofing</li> <li>• Signage</li> <li>• Timber</li> <li>• Not Elsewhere Classified</li> </ul>
Catering	<ul style="list-style-type: none"> <li>• Banquet &amp; Catering</li> <li>• Corporate Services</li> <li>• Equipment &amp; Utensils</li> <li>• Food &amp; Beverages</li> <li>• School Meals Service</li> <li>• Social Care</li> <li>• Takeaway Service</li> <li>• Vending Machines &amp; Dispensers</li> <li>• Not Elsewhere Classified</li> </ul>
Cemetery & Crematorium	<ul style="list-style-type: none"> <li>• Body Transport Service</li> <li>• Burial &amp; Cremation</li> <li>• Equipment</li> <li>• Maintenance</li> <li>• Not Elsewhere Classified</li> </ul>
Cleaning & Janitorial	<ul style="list-style-type: none"> <li>• Cleaning Materials</li> </ul>



	<ul style="list-style-type: none"> <li>• Cleaning Service</li> <li>• Laundry Equipment</li> <li>• Laundry Equipment Maintenance</li> <li>• Laundry Service</li> <li>• Washroom Sanitation Service</li> <li>• Not Elsewhere Classified</li> </ul>
Clothing	<ul style="list-style-type: none"> <li>• Children &amp; Adults</li> <li>• Footwear</li> <li>• Protective</li> <li>• Uniforms</li> <li>• Not Elsewhere Classified</li> </ul>
Consultancy	<ul style="list-style-type: none"> <li>• Business</li> <li>• Efficiency</li> <li>• Management</li> <li>• Procurement</li> <li>• Property</li> <li>• Strategic Planning</li> <li>• Technical &amp; Feasibility</li> <li>• Not Elsewhere Classified</li> </ul>
Domestic Goods	<ul style="list-style-type: none"> <li>• Commercial</li> <li>• Industrial</li> <li>• Not Elsewhere Classified</li> </ul>
Education	<ul style="list-style-type: none"> <li>• Adult &amp; Further Education Services</li> <li>• Arts &amp; Crafts</li> <li>• Audio Visual</li> <li>• Educational Placements</li> <li>• Examinational Fees</li> <li>• Library Books</li> <li>• Library Services</li> <li>• Literature</li> <li>• School Books</li> <li>• School Musical Instruments</li> <li>• School Services</li> <li>• Statutory Education Services</li> <li>• Supplies</li> <li>• Toys</li> <li>• Not Elsewhere Classified</li> </ul>
Environmental Services	<ul style="list-style-type: none"> <li>• Animal Services</li> <li>• Forensic &amp; Laboratory</li> <li>• Graffiti Removal</li> <li>• Land Protection</li> <li>• Monitoring</li> <li>• Street Cleansing</li> <li>• Street Lighting</li> <li>• Technical Equipment</li> <li>• Testing &amp; Inspection</li> <li>• Waste Management</li> <li>• Water Assessment &amp; Treatment</li> <li>• Weather Forecasts</li> <li>• Not Elsewhere Classified</li> </ul>

Facilities & Management Services	<ul style="list-style-type: none"> <li>• Advertising</li> <li>• Design &amp; Photography</li> <li>• Document Archiving &amp; Storage</li> <li>• Energy Efficiency</li> <li>• Lifts</li> <li>• Market Research</li> <li>• Marketing</li> <li>• Portable Building Hire</li> <li>• Printing</li> <li>• Property Management</li> <li>• Public Relations &amp; Image</li> <li>• Removals</li> <li>• Reprographics</li> <li>• Retail</li> <li>• Room Hire</li> <li>• Security</li> <li>• Storage</li> <li>• Not Elsewhere Classified</li> </ul>
Financial Services	<ul style="list-style-type: none"> <li>• Accountancy</li> <li>• Audit</li> <li>• Banking</li> <li>• Cash Collection</li> <li>• Council Tax &amp; Business Rates</li> <li>• Credit Services</li> <li>• Debt Collection &amp; Recovery</li> <li>• Grants</li> <li>• Insurance</li> <li>• Investments</li> <li>• Pension Funds</li> <li>• Periodicals</li> <li>• Refund</li> <li>• Rents</li> <li>• Subscriptions</li> <li>• Not Elsewhere Classified</li> </ul>
Furniture & Soft Furnishings	<ul style="list-style-type: none"> <li>• Commercial Furniture</li> <li>• Domestic Furniture</li> <li>• Educational Furniture</li> <li>• Office Furniture</li> <li>• Soft Furnishings</li> <li>• Not Elsewhere Classified</li> </ul>
Health & Safety	<ul style="list-style-type: none"> <li>• Services</li> <li>• Not Elsewhere Classified</li> </ul>
Healthcare	<ul style="list-style-type: none"> <li>• Agency</li> <li>• Consumables</li> <li>• Counselling</li> <li>• Drugs &amp; Pharmacy Services</li> <li>• Equipment</li> <li>• Fees</li> <li>• Occupational Therapy Services</li> <li>• Operations</li> </ul>

	<ul style="list-style-type: none"> <li>• Public Health</li> <li>• Services</li> <li>• Social Policy</li> <li>• Not Elsewhere Classified</li> </ul>
Highway Equipment & Materials	<ul style="list-style-type: none"> <li>• Aggregates</li> <li>• Bituminous Materials &amp; Surface Dressings</li> <li>• Concrete</li> <li>• Drainage</li> <li>• Guard Rails &amp; Safety Fencing</li> <li>• Health &amp; Safety</li> <li>• Paving &amp; Kerbstones</li> <li>• Rock Salt/Grit</li> <li>• Signage</li> <li>• Street Furniture &amp; Ironworks</li> <li>• Street Lighting</li> <li>• Not Elsewhere Classified</li> </ul>
Horticultural	<ul style="list-style-type: none"> <li>• Chemicals</li> <li>• Seeds &amp; Plants</li> <li>• Soils &amp; Dressing</li> <li>• Stones &amp; Rocks</li> <li>• Tools &amp; Equipment</li> <li>• Tree Trimming</li> <li>• Trees &amp; Shrubs</li> <li>• Verges</li> <li>• Weed Control</li> <li>• Not Elsewhere Classified</li> </ul>
Housing Management	<ul style="list-style-type: none"> <li>• Arm's Length Management Organisations</li> <li>• Housing Association Services</li> <li>• Letting/Estate Agents</li> <li>• Stock Management</li> <li>• Tenants Associations</li> <li>• Not Elsewhere Classified</li> </ul>
Human Resources	<ul style="list-style-type: none"> <li>• Accommodation</li> <li>• Interpretation &amp; Translation</li> <li>• Professional &amp; Advisory Services</li> <li>• Recruitment &amp; Assessment</li> <li>• Temporary &amp; Agency Staff</li> <li>• Training &amp; Conferences</li> <li>• Travel &amp; Subsistence</li> <li>• Not Elsewhere Classified</li> </ul>
Information Communication Technology	<ul style="list-style-type: none"> <li>• Call Systems</li> <li>• Consumables</li> <li>• Hardware</li> <li>• Leasing</li> <li>• Office &amp; Reprographics Equipment</li> <li>• Services</li> <li>• Software</li> <li>• Telecommunications</li> <li>• Not Elsewhere Classified</li> </ul>
Legal Services	<ul style="list-style-type: none"> <li>• Advocacy</li> </ul>

	<ul style="list-style-type: none"> <li>• Election Services</li> <li>• General Support</li> <li>• Legal Opinion</li> <li>• Licencing/Accreditation</li> <li>• Specialist Support</li> <li>• Not Elsewhere Classified</li> </ul>
Mail Services	<ul style="list-style-type: none"> <li>• Couriers</li> <li>• Freight</li> <li>• Postage</li> <li>• Not Elsewhere Classified</li> </ul>
Not Classified	<ul style="list-style-type: none"> <li>• Not Classified</li> </ul>
Public Transport	<ul style="list-style-type: none"> <li>• Concessionary Fares &amp; Subsidised Travel</li> <li>• Fleet Management</li> <li>• Haulage</li> <li>• Maintenance</li> <li>• Passenger Transport</li> <li>• Repair</li> <li>• Taxi Services</li> <li>• Not Elsewhere Classified</li> </ul>
Social Community Care Supplies & Services	<ul style="list-style-type: none"> <li>• Community Based Services</li> <li>• Disabled Children</li> <li>• Early Intervention Health Services</li> <li>• Residential Services</li> <li>• Respite</li> <li>• Specialist Needs</li> <li>• Support Services &amp; Advocacy Services</li> <li>• Supplies</li> <li>• Youth Services</li> <li>• Not Elsewhere Classified</li> </ul>
Sports & Playground Equipment & Maintenance	<ul style="list-style-type: none"> <li>• Playground Maintenance</li> <li>• Playground Equipment Maintenance</li> <li>• Sports Equipment</li> <li>• Sports Equipment Maintenance</li> <li>• Sports &amp; Playground &amp; Pool Maintenance</li> <li>• Not Elsewhere Classified</li> </ul>
Stationery	<ul style="list-style-type: none"> <li>• Paper</li> <li>• Sundries</li> <li>• Not Elsewhere Classified</li> </ul>
Street & Traffic Management	<ul style="list-style-type: none"> <li>• Closed Circuit Television</li> <li>• Parking</li> <li>• Planning</li> <li>• Traffic Control</li> <li>• Not Elsewhere Classified</li> </ul>
Utilities	<ul style="list-style-type: none"> <li>• Electricity</li> <li>• Gas</li> <li>• Heating Oil</li> <li>• Sewerage</li> <li>• Solid Fuels</li> <li>• Water</li> <li>• Not Elsewhere Classified</li> </ul>

Vehicle Management	<ul style="list-style-type: none"> <li>• Commercial</li> <li>• Cycles</li> <li>• Fuel</li> <li>• Heavy Construction Equipment</li> <li>• Hire</li> <li>• Industrial</li> <li>• Leasing Maintenance</li> <li>• Parts</li> <li>• Signage &amp; Livery</li> <li>• Tools &amp; Equipment</li> <li>• Vehicle Recovery</li> <li>• Not Elsewhere Classified</li> </ul>
Works, Construction, Repair & Maintenance	<ul style="list-style-type: none"> <li>• Architect</li> <li>• Buildings</li> <li>• Consultancy</li> <li>• Engineering</li> <li>• Manufacturing Services</li> <li>• Open Spaces</li> <li>• Raw Materials</li> <li>• Roads</li> <li>• Not Elsewhere Classified</li> </ul>

