

# Procurement policy

**The Contracts Procedure Rules is the document underpinning the procurement policy**

## Procurement Vision

To obtain the right means to meet the needs of the community.

Specifically the challenges ahead are to:

- engage with the community
- develop partners and partnership working to work with them to meet the needs of the community
- place social regeneration, economic and environmental issues at the heart of procurement
- involve members in the procurement strategy so that they provide leadership in embedding procurement excellence into the culture of the Council
- identify appropriate service delivery options
- make procurement happen at the right level with the right people
- make procurement a key management activity
- use technology and in particular e procurement to support organisational and behavioural change
- make the corporate procure to pay processes systematic and flexible to achieve best value
- drive down procurement costs whilst obtaining value for money
- stimulate markets to be able to procure from a diverse and competitive range of suppliers including minority businesses, voluntary and community sector groups , small firms and social enterprises
- be customer focused using internal consultation and involvement to support service objectives and improve performance
- meet the targets of the National Procurement Strategy as appropriate for Bromsgrove District Council
- Comply with the requirements of the Freedom of Information Act in all activities and in particular commercial activities
- Become a key player in the Collaborative Procurement arrangements with neighbouring authorities.

## Leadership and responsibility

Leadership and responsibility will be as follows:

- Member responsibility for procurement and its strategic implementation will be with the Cabinet Member for Financial Services
- Senior Management responsibility for compliance with this strategy will rest with the Head of Financial Services, responsibility for compliance with this strategy will rest with the Corporate Procurement Manager.

- All procurement activity across the Council must comply with procedures and best practice processes contained in the Contracts Procedure Rules and the Procurement Manual

## **Process Management**

In managing procurement processes we will ensure that:

- Records and procedures set out in the Contracts Procedure Rules are properly maintained, decisions are recorded and clear audit trails exist in order to ensure openness, propriety and probity.
- Resources relating to procurement will be kept under review as part of the Best Value processes and the use of electronic means to reduce acquisition and transaction costs are being introduced as a matter of priority.

## **Rules and best practice**

The following rules and best practice shall apply:

- The rules for procurement will be those determined by EC and UK law, standing orders and those set out in the Contracts procedure Rules.
- The corporate Procurement Strategy will be regularly reviewed to ensure continuous improvement. Responsibility for this will rest with the Corporate Procurement Manager.
- In dealing with suppliers and providers, the Council will ensure that there is an equal opportunity for all who meet the stated criteria, to participate in tendering for any Council requirements.
- The Council will undertake to train officers responsible for procurement in best practice techniques.
- The Council will strive to achieve the targets set for BV8 (Best Value Performance Indicator for percentage of invoices paid by the Council within 30 days).

## **Contact Details**

For more information on Contracts, please contact the Corporate Procurement Unit

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