



ISLINGTON

Procurement Service Plan 2007-10

Update for 2009-10



Introduction

What is procurement?

Procurement is the acquisition of goods, works and services to fulfil the wants and needs of our residents and customers.

The Council spends approximately half of its annual budget on externally procured services. It is essentially that all of those services are planned for improvements in economy, efficiency and effectiveness – this is Value for Money agenda. The Strategic Procurement Team (SPT) works in a fast moving environment of increased legislation and control.

The purpose of the SPT is to:

- help the Council achieve its One Vision in externally provided services;
- provide an overview and plan of procurement of the authority;
- oversee procurement activity of high risk and high value;
- help the Council achieve value for money such as savings targets;
- provide procurement legal and financial advice to officers of the Council;
- provide written guidance and increase collaboration.

What is the Procurement Service Plan?

The Procurement Strategy 2007-10 was devised to provide a helicopter view of how Islington would rise to the challenges facing it. The Procurement Service Plan outlines the detail which ensures Islington Council can reach the service plan.

This update will outline what has been achieved from that Procurement Strategy and Service Plan and what has still to be achieved. A new Procurement Strategy for 2010-13 and Procurement Service Plan 2010-13 will be developed during 2009-10.

The specific drivers of this Procurement Service Plan are outlined within the Procurement Strategy 2007-10: Update for 2009/10.

For further information please email: procurement@islington.gov.uk

Service Overview

The Service is responsible for the following key areas:

- Increase savings, collaboration and gain increased value for money
- Help officers develop business cases, feasibility studies and options appraisals for their proposed procurements
- Assist in the preparation of risk and opportunity assessments and plan procurements with officers
- Ensure that community priorities, equalities, environment, sustainability and health and safety are promoted throughout the procurement process.
- Support client with understanding of the importance of TUPE implications, market research and spend analysis
- Plan services delivered through contractors with considerations of time periods, contract requirements, develop specifications, specialists
- Seek to increase collaboration and cooperation with the community, our partners and the wider public and voluntary sectors
- Understanding of how to complete satisfactory short listing
- Provide European Returns
- Invest in systems to support electronic procurement including sourcing, auctions and transactions
- Fulfil the requirements under Section 135 of the Local Government Act for maintained Standing Orders – the Procurement Rules
- Help officers in writing their advertisements and identifying potential places to maximise effectiveness of those advertisements
- Considerations of the Council's One Vision
- Provide an understanding of monitoring of contracts for clients
- Support with award proceedings on contracts
- Maintain a contract database and assist in forward planning
- Work with our partners in Homes for Islington (HFI), CEA@Islington (Cambridge Education Associates part of Cambridge Education Limited when they merged with Cambridge Education Consultants), Primary Care Trust (PCT), Mouchelle Parkman (a private sector partner).
- Add value through specifications
- Challenge current perceptions to ensure continuous improvement and efficiency

Our budget will be in the region of £400,000 with 75% being spent on staff costs.

Service Mission

The SPT will support a cultural shift to increased efforts on high risk and/or high value procurements that support the One Islington vision. We will provide leadership, direction and build capability and capacity internally. We will develop ways in which we can demonstrate community consultation and consideration. We shall stimulate markets externally in the public, private and voluntary sectors through improved contract packaging. We will increase partnerships and collaborative procurements to maximise shared learning and economies of scale. We will increase electronic procurement use within the unit and support a further roll out programme corporately. We will support community benefit provision within the ethos of the Council's One Vision focussing on sustainability in its broadest terms and equality of access and variety of service provision.

Contact Us

For further information please contact us:

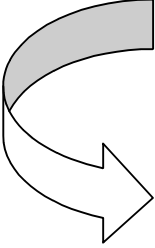
By email: procurement@islington.gov.uk

By post: Islington Council
Strategic Procurement Team
3rd Floor, 7 Newington Barrow Way,
Finsbury Park,
London
N7 7EP

Corporate Priority: Listening to Islington

Commitment

Changing the relationship between residents & businesses and the council so that they feel that the council champions their interests and that services meet their needs and aspirations.



Sharing with local people the choices and decisions which the council must make and empowering them to influence the council's direction

Medium-term ambitions (By 2010 we shall)

- Take action on issues that are key for residents and businesses
- Give residents and businesses information about the council in ways they wish to receive it including general, targeted and local information
- Explain what the council is doing to improve services and make positive changes through community led information
- Improve services by making positive changes based on community-led information
- Improve access to services for those with disabilities and additional needs



Procurement Strategy Objective

Consult with all of our clients in order that the procurement process is designed around their needs and maximise the potential for innovation and the opportunity for new or alternative methods of service delivery for doing so.

Corporate Priority: Stronger Communities (I)



Commitment

Helping people out of poverty and breaking the cycle of deprivation

Medium-term ambitions (By 2010 we shall)

- Stimulate economic empowerment of individuals and businesses
- Enable local independent traders to contribute to a vibrant mixed economy
- Engage with local businesses on environment and transport needs – connecting people to jobs, schools, health and other services.

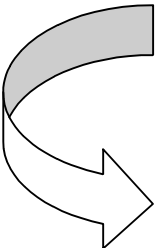


Procurement Strategy Objective

Encourage a diverse and competitive supply market; including small & medium sized enterprises (SME), social enterprises, black and minority ethnic (BME) businesses and voluntary, community & faith (vcf) sector groups to do business with the council

Corporate Priority: Stronger Communities (II)

Commitment



Celebrating diversity and valuing and enhancing the contribution of voluntary, faith and other community organisations, and enabling all to play an active part in Islington's civic and community life.

Medium-term ambition (By 2010 we shall)

- Deliver services that are based on consultation with all equality target groups and achieve level 5 of the national Equality Standard for Local Government
- Improve the way our communities interact
- Bring people of disparate ages, races and social groups closer together, make them feel they have roots in the borough and support them to collectively address issues of common concern
- Make significant progress in eliminating the effects of discrimination relating to age, disability, faith/belief, gender, race, sexual orientation
- Improve our partnership working with voluntary, community and faith organizations across the borough



Procurement Strategy Objective

To promote procurement practices and policies which contribute to the councils priorities on equality and diversity

Implement actions (including designing services in consultation with our diverse community) to achieve level 5 of the Equalities Standard.

Ensure that all Islington's contractors promote and adhere to Islington's equalities standards and enable disabled and minority small businesses to effectively compete for procured work

Corporate Priority: Cleaner, greener, safer



Commitment

Engaging the community in protecting the environment for future generations by tackling climate

Medium-term ambition (By 2010 we shall)

- Lead by example to promote a “green” culture of energy efficiency, recycling and reduction in pollution
- Promote individual responsibility among residents and businesses

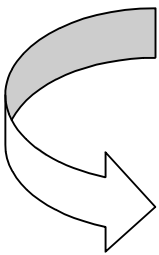
Procurement Strategy objective

To minimise the negative effect on the environment of the goods and services that we buy and to promote and embed the principles of sustainability into procurement activity across the council.

Corporate Priority: Resources to Deliver

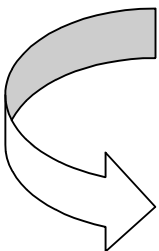
Commitment

- Promoting efficiency and value for money
- Continuing to build a diverse workforce to deliver high quality services for the borough
- Recruiting and keeping the best people to improve services and meet the needs of our residents and customers
- Continuing to strengthen and improve our financial management systems, structures, processes and procedures
- Continuing to develop better systems to deliver our objectives and priorities more effectively



Medium-term ambitions (By 2010 we shall)

- Continue to meet the requirements of the Gershon Report by making annual savings of 2.5% of our budget
- Go beyond our statutory requirements, progressing equality work on faith and sexual orientation
- Develop schemes to attract and retain the most talented staff
- Have in place better systems to plan services and manage their performance and cost



Procurement Strategy objectives

- Ensure the principles of fairness, openness and transparency are applied to all procurement activities by working with staff to ensure that they operate within the framework determined by EU and UK law and those outlined within the procurement procedure rules, in order to maintain consistent high standards in procurement and to make sure that risk is managed.
- Maximise opportunities for partnering and collaboration through working with others including strategic partners, public sector agencies and consortia to maximise purchasing power and harness knowledge and the economies of scale.
- Monitor and manage our performance to ensure continuous improvement in all procurement activities, achieve value for money (vfm) and contribution to the council's corporate objectives

Progress Updates for 2009/10

Corporate Priority: Listening to Islington

The Council has:

- Adopted a culture change of working within the rules rather than to them;
- Rationalised procedures for taking references and financial appraisals;
- Reduced the number and volume of documents sent to bidders to make process simpler and more streamlined;
- Developed guidance for internal officers to help them keep the process simple for businesses;
- Ensured that the e-tendering system is used for all tenders through Strategic Procurement and created template documents to help speed up processes and improve communication;
- Established e-alerts to suppliers of new contracts;
- Transferred all documents to an electronic format to make them easier to access and utilize.
- Put contact information about major service contracts on our website;
- Created a range of tips guides;
- Improved customer care skills;
- Developed comprehensive communications and consultations procedures as standard including making consultation a standard part of the project plan and initiated a procurement representative group to share best practice;
- Actively sought internal and external feedback on tender processes;
- Attended 'Meet the Buyer' sessions to directly interface with businesses and residents;

Corporate Priority: Stronger Communities (I)

The Council has:

- Worked with the Business and Town Centres team to engage with local businesses to look at increasing the amount of trade with council does locally (currently being benchmarked)
- Provided a range of support, guidance and training for local businesses;
- Supported the 'Meet the Buyer' sessions for SME, BAME and local businesses;
- Reviewed procurement processes to make them more accessible for all businesses including SMEs and BAME businesses.
- Extended the use of framework agreements.

Corporate Priority: Stronger Communities (II)

The Council has:

- Promoted equalities, both internally and with suppliers, through the work of the Strategic Procurement Team and contributed to the Council's achievement of level 4 of the Equality Standard for Local Government;
- Included equality and diversity clauses as standard in contracts, community benefit clauses where feasible and ensured equality impact assessments are undertaken for each contract;
- Developed guidance on monitoring equalities as part of contract management;
- Finalised the Equalities Cohesion Charter, agreed it with the ISP and contractors have started signing it.

Corporate Priority: Cleaner, greener, safer

The Council has:

- Embedded sustainability as part of the procurement process and the Procurement Rules;
- Updated the Green Procurement Rules with the latest in best practice and legislation;
- Started environmental impact assessments on every tender;
- Actively encouraged using environmental community benefit clauses;
- Ensured the standard pre qualification questionnaire requires every tenderer to have an environmental policy;
- Made sustainability a standard part of the quarterly Procurement training.

Corporate Priority: Resources to Deliver

The Council has:

- Made £6.65m in efficiency savings and reported to central government;
- Run a programme of efficiency reviews and efficiency projects, resulting in reduced rates of agency staff, increased transparency and control and better information management;
- Embedded whole life costing into the procurement process;
- contributed towards the corporate equalities priorities including involvement in: the Gender Equality Scheme; the Sexual Orientation Equality Scheme and the Corporate Equality Scheme;
- Run quarterly training sessions covering the Procurement Rules;
- Ensured all permanent procurement personnel in the Strategic Procurement Team have CIPS Level 2 or higher;

- Supported the procurement of all contracts relating to SMART working, now operating in most back office departments;
- Introduced a payment card with electronic consolidation software which it has started to roll out across the Council;
- Successfully introduced the need for business cases within the Procurement Rules for all consultancy contracts despite the dissolution of the London Centre of Excellence;
- Undertaken initial transactional data analysis through the Cognos Cube and invested in Spend Track which can provide improved data;
- Decided to undertake the school's efficiency savings pilot through the 2010-2013 Procurement Service Plan.

Further detail on the Procurement Strategy update can be found in the Procurement Strategy 2007-10: Update for 2009-10.