

Meeting of Executive Member for Corporate Services and Advisory Panel

8 June 2007

Report of the Assistant Director Audit and Risk Management

Corporate Procurement Manual

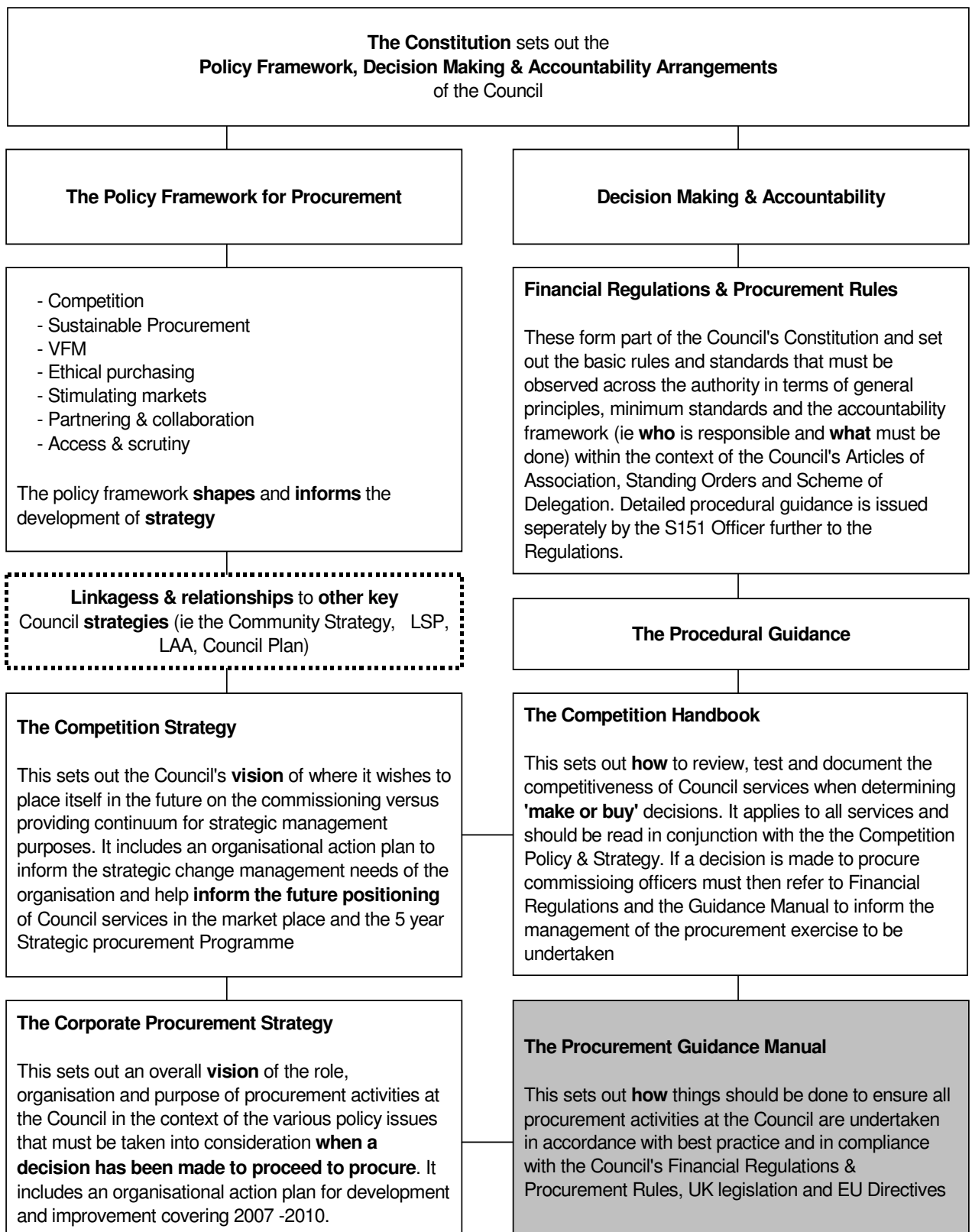
Summary

- 1 The purpose of this paper is to advise Members of the development of a best practice corporate procurement manual for use by practitioners across the organisation, to be issued further to the provisions of the Council's Financial Regulations & procurement Rules.
- 2 The manual sets out detailed guidance in relation to all aspects of Council procurement activity including:
 - the selection, evaluation and award of contracts;
 - sustainability and the use of Whole Life Costing (WLC);
 - the use of frameworks & call-off arrangements;
 - compliance with the Council's Financial Regulations & Procurement Rules, UK legislation and EU Directives.

Background

- 3 The Corporate Procurement Team (CPT) was re-structured with effect from 1 April 2007 following a report to Corporate Services EMAP on the 12 December 2006. One of the first priorities of the new team has been to prepare a detailed procurement guidance manual (the Manual) for practitioners further to the Council's revised financial regulations and Procurement Rules, adopted in May 2006.
4. The Manual should be referred to in conjunction with Financial Regulations and understood in the context of the Council's Corporate Procurement Strategy and medium term action plan. It has been written to help guide practitioners through the full procurement cycle, ensuring that all activities are undertaken in accordance with best practice and in compliance with regulations as well as UK and EU legislation. Exhibit 1 below shows how the Manual sits in relation to the other component parts of the Council's policy and decision making framework for procurement.

Exhibit 1 The policy & decision making framework for procurement



Note *The shaded box shows the position of the manual in relation to other key component parts of the overall policy, strategy and decision making framework for procurement at the Council*

Consultation

- 5 No formal consultation has been undertaken for the purposes of this report.

Options & analysis

- 6 Not applicable as this report is for information only.

Corporate Priorities

- 7 This report contributes to the achievement of Corporate Priority Improvement Statement 13: *“To improve efficiency and reduce waste to free up more resources”*.

Implications

- 8 There are no Financial, HR, Equalities, Legal, Crime & Disorder, IT, Property or other implications to note.

Risk Management

- 9 There are no risks associated with the recommendations made by this report to note.

Recommendations

- 10 Members are asked to
- a) note and comment on the Corporate Procurement Manual attached as Annex A to this report.

Reason

To provide a best practice guide to the effective management of procurement practice at the Council.

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Report Approved

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Date 25 May 2007

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Specialist Implications Officer(s) Not applicable

All

Wards Affected Not applicable

For further information please contact the author of the report

Background Papers

Future organisation and function of procurement services in Resources –
Corporate Services EMAP 12 December 2006

Annexes

Annex A – Corporate Procurement Manual (Due to its size, this is available on
the council's website www.york.gov.uk under Council meetings or from
Democracy Support Group on 01904 551088.)