

CBSS Procurement & Commissioning Strategy– EIA action plan summary

Name of Strategy	Who is the contact/lead officer for this action plan
Procurement & Commissioning Strategy	Name: Zara Carter
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Describe the Strategy:	
What is the purpose of the strategy	
<p>This strategy responds to the growing challenges faced by the Council. It represents a significant departure from the more traditional public sector procurement approaches, grounded in compliance.</p> <p>The Council's procurement and commissioning activity will be driven by six objectives:</p> <ul style="list-style-type: none"> • Commissioning – (Commissioning & Procurement to work in an integrated way with the Innovation team to shape and design services to achieve best results and outcomes for residents) • Delivering Quality & Value for Money • Demonstrate Social, Economic & Environmental Benefits • Develop our Markets • Collaborate • Plan Effectively <p>The Procurement & Commissioning strategy sets out an overall vision of the role, organisation and purpose of procurement activities at the Council. In doing so it:</p> <ul style="list-style-type: none"> • Promotes the achievement of community benefits through fostering the social and economic well-being of the 	

local community;

- Increases the involvement of a diverse range of suppliers in public sector procurement activity
- Ensures equalities impacts are considered in procurement process
- Develops equalities practices and diversity of third party suppliers
- Supports the development of a vibrant local economy;
- Promotes openness and transparency in all aspects of the Council's procurement activities;
- Sets out a clear and measurable framework continuum showing progress in embedding equality best practice across the Council and the wider business community.

This strategy will be monitored and updated reviewed again in 12 months as part of an ongoing development plan.

Key Issues	Key Actions	By/ timescale
Lack of awareness amongst suppliers regarding CYC's Equality Strategy.	Post details of the council's Equality Strategy onto the Procurement section of the council website with relevant links to legislation details.	April 2012
Little or no measureable information about how the council's suppliers comply with equality legislation.	Develop a model to centrally capture and monitor this information from suppliers to ensure compliance and identify areas of improvement.	May 2012
Lack of awareness by council staff procuring goods and services outside the corporate procurement team that they and suppliers must adhere to equality legislation.	Create a CYC Procurement and Commissioning Group and develop communication and training plan to share this information and ensure an understanding of the impact on the council as a result of non-compliance	May 2012

Annex 6

<p>Lack of evidence to suggest that suppliers' tender responses are assessed upon adherence to equality legislation by staff procuring goods and services outside the corporate procurement team.</p>	<p>Create a new standard evaluation model to ensure all procurement activity is assessed using same equalities criteria.</p>	<p>April 2012</p>
<p>Improve understanding by local suppliers about how the council procures goods and services.</p>	<p>Host "Meet the Buyer" events for local suppliers to explain how we procure goods and services.</p> <p>Provide procurement support at the Yorkshire Business Forum meetings held quarterly.</p> <p>Run seminars with the York Community & Voluntary sector to respond to specific questions about procurement, in general, and equality in procurement specifically by the council.</p>	<p>Annual event</p> <p>Ongoing</p> <p>Ongoing</p>

<p>Lack of awareness of EU Procurement Legislation from local suppliers.</p> <p>Many unsure about how the council is embedding equalities and diversity best practice in the procurement of goods and services.</p>	<p>Host regular training seminars at for suppliers to explain how the council is bound to adhere to the EU Procurement Legislation.</p> <p>Ensure suppliers understand where to find information about this and what the mandated timescales etc are for tenders. Information to be updated on the council website.</p> <p>Provide information to suppliers about how to tender for business and how tenders and quotes are assessed upon pre-defined criteria by posting information on the council website.</p> <p>Ensure suppliers are aware of how to contact the Commercial Procurement Team for queries by attendance at seminars and accessing information via the council website.</p>	<p>Ongoing</p> <p>April 2012</p> <p>May 2012</p> <p>May 2012</p>
<p>Variety of inconsistent documents used for commissioning & procurement activity across the council.</p>	<p>Implement a standard set of documents including Pre-Qualification Questionnaires, Invitations to Tender, Terms & Conditions. These will ensure access to tendering for all suppliers and will ensure a consistent approach in our procurement and commissioning activity. Training courses will be offered to suppliers to explain the documentation and how to submit a bid (including consortium bids) to CYC. The aim is to remove confusion from the tendering process and provide access to a wide range of suppliers.</p>	<p>April 2012 onwards</p>

Annex 6

Lack of understanding of how to incorporate Social, Economic & Environmental (SEE) criteria into procurement and commissioning activity	Creation of a toolkit to provide officers with support in developing measureable SEE criteria.	May 2012