



DERBYSHIRE DALES DISTRICT COUNCIL
PROCUREMENT STRATEGY
2022-2026

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Useful Contacts

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Derbyshire Dales District Council support the Fair Trade Initiative



1 Introduction

The aim of this Strategy is to ensure the Council continue to make sure that every penny is spent wisely to get more value from every pound spent by, either cashable returns, or better operational efficiencies. This would maximise benefits from our procurement spend within the Derbyshire Dales.

The Strategy aims to align with the Council's commitment to address the existential threat of climate change and loss of biodiversity by challenging and supporting our suppliers to take measures to reduce their carbon emissions and environmental impact.

Procurement has a key role to play in ensuring that the Council continues to deliver what our residents/customers want e.g. value for money, equal treatment and transparency and in contributing towards economic, social and environmental wellbeing.

Procurement is a strategic process that follows a clear pattern starting with identifying a need right through to reviewing the delivery of the contract and learning any lessons for future procurements.

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2 Purpose of the Strategy

The strategy aims to:

- 2.1 Increase value for money (defined, for the purposes of this Strategy as the best whole-life cost and quality ratio to fulfil the stated requirements) and reduce processing costs.
- 2.2 Continue to take a long-term strategic view of the Council's procurement requirements, including the potential for innovative procurement and the opportunity for working with other authorities especially for goods and services which can be procured more cost-effectively in a collaborative group.
- 2.3 To minimise harm to the environment and to promote conservation of natural resources and to acknowledge and address the threat of climate change and loss of biodiversity in any procurement decisions working towards our Corporate Plan target of achieving net zero carbon* emissions from District Council operations by 2030.
- 2.4 To not only achieve savings through improved procurement and contract management but also improve transparency and accountability.
- 2.5 To assess the risk associated with each procurement project in order to achieve a balance with commercial outcomes and placing risk where it is best managed.
- 2.6 Promote social value through the Council's procurement practices.
- 2.7 To transform the District Council's procurement function to ensure that it is best able to support the Council's Corporate Plan 2020-2024. Specifically by contributing to:

People – Maintaining high customer satisfaction about the quality of services we deliver.

Place – Achieve net zero carbon emissions from District Council operations by 2030

Prosperity – Making it easier for local firms to do business with us through our procurement processes.

3 The Vision for Procurement

The vision for Procurement — where we want to be - is to enable the Council to procure what it needs to deliver the best services possible for Derbyshire Dales residents and customers within its available resources. To do this we have adopted the following Strategic Themes for the period covered by the Strategy.

3.1 Strategic Theme 1 Straightforward:

- To make procurement as straightforward as possible for the Council and potential suppliers, in particular to improve access for local suppliers and small and medium enterprises and to eliminate anything that does not add value to the procurement process

- Take a more corporate approach to procure items to maximise the benefits of economy and scale.

3.2 Strategic Theme 2 Professional:

- Embed professional procurement and contract management skills across the Council. This goes hand in hand with moves to increase the commercial outlook of the Council.
- Ensure all procurement activities are carried out in accordance with the Council's Contract Standing Orders and Financial Regulations and latest procurement legislation and regulations (UK).

3.3 Strategic Theme 3 Support a vibrant local economy:

- Give opportunity to local SMEs to participate in procurement opportunities by identifying and removing barriers to participation. This can be achieved for straightforward low value procurements by moving from frameworks to competition through a simple quotation exercise.
- Encourage suppliers to support a sustainable local economy – wherever they operate.

3.4 Strategic Theme 4 Strategic:

- Increase officer awareness and understanding of opportunities to support the Council's corporate priorities through procurements
- For each procurement consider how and what is being procured might improve the economic, social and environmental wellbeing of Derbyshire Dales residents (where proportionate and relevant) For example this could be achieved by the inclusion of a comment or question within the tender documentation.
- Working in collaboration with others to improve and develop sound procurement practices and innovative solutions to promote sustainability and deliver value for money and outcomes which benefit Derbyshire Dales residents / customers, making use of clear and detailed procurement/purchasing data, collaboration and partnership opportunities.

3.5 Strategic Theme 5 Savings:

- Work in collaboration with partners across services and maximise on economies of scale to deliver savings
- Actively seek price reductions on contract renewal – seek 10% savings target reduction as contracts are renewed.
- Renegotiations of contracts where appropriate to seek earlier savings.

3.6 Strategic Theme 6 Climate Change:

- Reducing carbon emissions to net zero by 2030.
- Build a requirement for carbon emissions reduction into the specification of certain contracts, where appropriate. This should include steps to reduce the emissions from direct activities as well as goods and services.
- Consider environmental sustainability in the early stages of each project identifying goods, works and services that may have a significant impact
- For each procurement consider impact on climate change, potential environment harm (including loss of biodiversity) and conservation of natural resources
- Ensure suppliers take into account the climate change and environmental impacts of their policies and practices.
- Positively promote procurement that supports or does not conflict with the Council's climate change and biodiversity agendas
- Encourage sourcing of innovative and sustainable green solutions

4 Training and Development

4.1 The Council acknowledges that all members and officers responsible for making procurement decisions need the appropriate skills, knowledge and guidance in order to make the right decision and achieve continuous improvement. Accordingly members and employees with procurement responsibilities will be:-

- Given the appropriate training in order to undertake effective procurement and purchasing;
- Made aware of their responsibilities under the corporate procurement framework and related policies including the Sustainability Procurement Policy through induction and the PDR process; and
- Advised on the budgetary implications of procurement decisions

5 Relationships with suppliers

5.1 In longer-term contracts, the Council will incorporate provisions for continuous improvement both within the contracted service and to the benefit of the community / customers it is serving.

5.2 In higher value contracts the specification will challenge contractors to demonstrate other methods of contributing to improving the economic, social and environmental well-being of the Derbyshire Dales provided they relate to the contract.

5.3 New suppliers may be required to ensure that they possess the necessary resource and financial capacity to perform the contract.

For example:

- the new supplier may be required to have a certain minimum annual turnover, including a certain minimum turnover in the area covered by the contract;
- provide information on their annual accounts;
- have an appropriate level of professional risk indemnity insurance.

6 Equality, Economic, Social & Environmental

- 6.1 The Council will take equality, economic, social, climate change and environmental issues into consideration alongside financial factors in decision-making. The business case for procurements will be required to address equalities issues and sustainability issues to identify whether there is scope to improve the social, economic, climate change impacts of the proposed contract.
- 6.2 In procuring contracts, the District Council aims to ensure that all businesses have fair access to opportunities to work with the Council. In the delivery of these contracts, we will ensure that evaluation models, specification of services, contract conditions, quality requirements and monitoring procedures fully address equalities issues. To help us achieve this, we will ensure compliance with equalities legislation (The Equality Act 2010) and Public Services (Social Value) Act (2012) and use positive action provisions in assessing the commitment of tendering firms to the aims and values of the Council's Equality and Diversity Policy.
- 6.3 The Procurement Strategy also requires officers of the District Council to:
- Consider the climate change and environmental impact of each procurement at the planning phase. Include a section in the tender specification related to climate change and environmental impact setting out key 'asks' of our suppliers.
 - undertake a (proportionate) Equality Impact Assessment when planning a procurement when appropriate and consider opportunities for economic, social and environmental benefits within the business case for projects (and build appropriate questions into the tender pack);
 - make provision within the tender specification (where appropriate) to include equality related award criteria or specific equalities outcomes to reflect the needs of different services users.
 - establish the need for secure systems to be put in place for the transfer of personal sensitive information by email or other means.

7 Our conduct

- 7.1 In all our dealings in the procurement process, the Council will preserve the highest standards of honesty, integrity, impartiality and objectivity and shall comply with the Council's Codes of Conduct, Contract Standing Orders and Financial Regulations at all times.

*Carbon is used as a shorthand for Carbon Dioxide (CO₂), the primary greenhouse gas and by extension greenhouse gases as a whole.

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