



Policy, Finance and Development Committee	Tuesday, 05 December 2023	Matter for Information and Decision
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Report Title: **Procurement Policy (2023 - 2026)**

Report Author(s): **Ben Wilson (Corporate Project, System & IT Manager)**

Purpose of Report:	To present the updated Procurement Policy for Oadby and Wigston Council for approval by PFD Committee.
Report Summary:	The Procurement Policy sets out the key roles and responsibilities for procurement across the Council including the process staff should follow, the consideration of local purchasing, risk management and documenting purchasing and tenders appropriately.
Recommendation(s):	That the content of the report and appendix 1 be approved by Committee.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>Sal Khan (Interim Strategic Director) (0116) 257 2635 sal.khan@oadby-wigston.gov.uk</p> <p>Bev Bull (Head Of Finance / Acting Chief Finance Officer – S151) (0116) 257 2649 bev.bull@oadby-wigston.gov.uk</p> <p>Ben Wilson (Corporate Project, System & IT Manager) (0116) 257 2711 ben.wilson@oadby-wigston.gov.uk</p>
Strategic Objectives:	<p>Our Council (SO1)</p> <p>Our Communities (SO2)</p> <p>Our Economy (SO3)</p> <p>Our Environment (SO4)</p> <p>Our Partners (SO5)</p>
Vision and Values:	<p>"Our Borough - The Place To Be" (Vision)</p> <p>Customer & Community Focused (V1)</p> <p>Proud of Everything We Do (V2)</p> <p>Collaborative & Creative (V3)</p> <p>Resourceful & Resilient (V4)</p>
Report Implications:-	
Legal:	There are no implications directly arising from this report.
Financial:	There are no implications directly arising from this report.
Corporate Risk Management:	<p>Decreasing Financial Resources / Increasing Financial Pressures (CR1)</p> <p>Key Supplier / Partnership Failure (CR2)</p> <p>Reputation Damage (CR4)</p> <p>Regulatory Governance (CR6)</p>
Equalities and Equalities	There are no implications directly arising from this report.

Assessment (EA):	EA not applicable
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	As the author, the report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	None.
Background Papers:	None.
Appendices:	1. Procurement Policy

1. Introduction

- 1.1 Local Authorities have a duty to spend public funds in the most cost-effective way ensuring consideration is given to the spending of money in the local area and to ensure the organisation remains compliant with legislation.
- 1.2 The Council should have in place a policy which sets out its approach to procurement. This is proposed in Appendix 1, Procurement Policy.
- 1.3 Procurement is the act of sourcing suppliers and purchasing goods or services from those suppliers. It can include negotiating and bidding, contract management, and tendering.
- 1.4 The Council has financial thresholds within its Contract Procedure Rules that explains how the Council is expected to spend money within those financial thresholds.
- 1.5 The Council must abide by the 'Public Contracts Regulations 2015' legislation.
- 1.6 This policy, and the periodic review hereafter, ensures the Councils approach is up to date with legislation and with current best practices.

2. Procurement Policy

- 2.1 The policy has been created to ensure all employees who are responsible for purchasing follow the same approach, whilst ensuring best value for money is achieved.
- 2.2 This policy has been benchmarked against other Local Authorities of a similar size to Oadby & Wigston.
- 2.3 The policy also has consideration to the benefits to local spending and highlights the need to evaluate against the lowest price offered to ensure the Council is spending money in the most effective way.
- 2.4 The policy states the tender rules and guidelines associated to expenditure for a Local Authority.
- 2.5 The policy gives indication to the tender lifecycle whilst listing the roles and responsibilities

of staff throughout the process, including the legal and finance section.

2.6 The policy promotes positive risk management & includes information relating to the social value of purchasing locally.

2.7 It is imperative that all expenditure is logged, promoted/published according to legislation, and that the information is easily accessible, something this policy considers and ensures.