

Moray Council Procurement strategy 2010-2014

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Purpose of document	Summarisation of documents of high importance for the Business Case
Other detail (delete row if appropriate)	

Related projects	Names and doc reference numbers
Keywords	Procurement; Designing Better Services programme; Procurement Capability Assessment; Collaboration; Responsible; Sustainable; Community; Benefit; Electronic;

Name of Strategy:	The Moray Council Procurement Strategy 2010-2014
Date:	2010
URL:	http://www.moray.gov.uk/downloads/file70120.pdf
Key words:	Procurement, Designing Better Services programme, Procurement Capability Assessment, Collaboration, Responsible, Sustainable, Community, Benefit, Electronic
Why does this strategy exist? (what's the problem / opportunity this stems from)	The purpose of the strategy is to continuously improve the councils Procurement services. The Moray council's approach for procurement has been developed to take into account key business drivers, the contribution required to achieve organisational objectives, the successful delivery and achievement of the Designing Better Services (DBS) procurement project outcomes and to continuously the procurement capability of the council. Alongside this the council is subject to annual Procurement Capability Assessments to measure progress.
Summary:	The Moray Council Procurement Strategy aims to improve upon its current procurement services, in keeping with Council guidelines, and Scottish Government and EU legislation. The strategy outlines the framework for what changes will be implemented in the council's procurement services, focusing on improving the community through greater collaborative efforts, internal training and communication.
Key goals and means to achieve them:	<p>The goals of the strategy are in line with recommendations from the 2006 McClelland report, which highlights the areas below for Improvement.</p> <ul style="list-style-type: none"> - Contracts and Collaboration <ul style="list-style-type: none"> o Will influence the development of procurements by participating in the development, providing information on local requirements, departmental service drivers and from market forces. Each contract will be assessed to ensure best value for Moray council. o Give consideration to possible collaborations in all procurement exercises

	<ul style="list-style-type: none"> ○ Record and report the impact of all contracts - Compliance <ul style="list-style-type: none"> ○ Staff will adhere to council guidelines, Scottish Government, and EU legislation on all procurement procedures ○ Will implement monthly compliance monitoring of purchases ○ Central Processing Unit staff to be effectively trained and have appropriate knowledge to allow spend to be managed by effective procurement processes - Specifications and Sourcing Strategies. <ul style="list-style-type: none"> ○ Will take into account supply market intelligence, end user management and Sourcing strategies are documented through a business case that is approved by a relevant budget manager. ○ When applicable, User Intelligence Groups will pro-actively inform the development of specifications. ○ Specifications will take into account relevant sustainable requirements, storage requirements, and key performance indicators. ○ All purchases with value below the formal tender process value will be processed electronically using Quick Quote on the Public Contracts Scotland portal - Systems, e-procurement system and information system <ul style="list-style-type: none"> ○ Electronic tendering will be used for all tenders and quotes. ○ Electronic Information Databases are managed and maintained to ensure information is current and accurate. ○ Council prefers to contract with suppliers that trade electronically, placing orders electronically and receiving and paying invoices electronically when possible. - Practices and Processes
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	<ul style="list-style-type: none"> ○ Corporate Procurement team <ul style="list-style-type: none"> ▪ All internal procedures are to be documented and stored in a database that is accessible to all staff ▪ Each Procedure to be used as a tool to direct on the job training ▪ Two-wat customer feedback will follow each supported Tender Process, this is to produce consistent improvement in the service ▪ Procurement Procedures will be documented and maintained annually ○ Departments <ul style="list-style-type: none"> ▪ Corporate Procurement Team involvement is determined at the beginning of a Supported Tender Process ▪ An agreed communication platform will be used to disseminate good practice ▪ Collaborative contracts will be assessed to determine best value for Moray Council ▪ Department will provide an annual action plan to meet service needs and make efficient use of their procurement structure - Training <ul style="list-style-type: none"> ○ All staff involved with procurement will participate in formal in-house certificated training ○ Staff will follow a self-assessment process to identify their training needs ○ An annual timetable for training activities will be made available to all staff - Supplier Management <ul style="list-style-type: none"> ○ Lead officers will ensure all contracts have a contract manager who will produce regular reports and an annual scorecard to be copied to the Corporate Procurement Team
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	<ul style="list-style-type: none"> ○ Contracts over £30k will be embedded with a Risk and Change Management process, with exit strategies also being embedded into these contracts ○ Supplier Management will follow the Procurement Journey Principles ○ A Contract Register will be managed and maintained to provide current and accurate contracted supplier information ○ Updates and progress reports will be made for category A & B contracts, and be communicated to Lead Officers <p>- Sustainable Procurement</p> <ul style="list-style-type: none"> ○ A progressive annual Sustainable Action Plan is communicated to all staff to timetable implementation stages ○ Where relevant, contracts will be embedded with Corporate Social Responsibility clauses ○ Regular reports will be made to the Carbon Management Group to support and promote the capture of positive PR <p>- Performance Measurement and Benchmarking</p> <ul style="list-style-type: none"> ○ The Hub and internal payment data will be used to benchmark supply market information in order to assist sourcing strategy decisions ○ Procurement savings will be documented and reported to the Policy and Resources Committee annually ○ Performance information will be highly accessible and easy to interpret ○ The Corporate Procurement Team will develop an Action Plan to implement and progress strategic objectives ○ The Action plan will be monitored annually and reported to the Chief Financial Officer <p>In making its improvements the Moray Council is aware of a number of important areas that will be taken into consideration. Namely</p>
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	<ul style="list-style-type: none"> - Responsible Procurement: the council recognize its activities impact the community they work in, it acknowledges its social responsibility and will take economic, social, and environmental impacts by operating in a manner that maximizes benefits for stakeholders. - Sustainable Procurement: The Moray council’s aims to create value for Moray, while also ensuring that all procurement is sustainable in keeping with Scottish Government legislation. The council will also take into account any environmental impacts of its procurement, and procurers will encourage suppliers and customers to adopt the same approach in their own activities. - Market Development and Community benefits: The council aims to act responsibly and in the confines of Scottish Government legislation to promote collaboration and e-procurement. The council is committed to helping small and medium sized enterprises better compete for public sector contracts, to help boost economic growth. - Governance: The Chief Executive is responsible for all procurement carried out by the council, progress of the strategy and proposals for the years targets will be reported annually during the Procurement Capability Assessment.
Expected outcomes:	To comply with the recommendations of the McClelland report to develop better services for the people, and businesses of Moray. Targets will be achieved to ensure a more efficient and robust procurement policy.
Key quotes:	“Our strategy is to improve continuously”
Parent/child document (of what)?	N/A