

# Guildford Borough Council

Report to:	Executive
Date:	2 October 2024
Ward(s) affected:	All
Report of Strategic Director of:	Finance
Report Author:	Gavin Seabourne-Pugh, Head of Procurement
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Lead Executive Member:	Cllr. Richard Lucas
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Status:	Open
Key decision:	Yes

## Procurement Pipeline

### 1.0 Executive Summary

- 1.1 The Council defines a key decision, in terms of procurement, as those with a financial consequence of £200,000 or more.
- 1.2 Under the new Contract Procedure Rules (CPRs) approved by Council earlier this year, Executive must give permission to Procurement to tender for and award contracts with a value greater than £200,000.
- 1.3 This report provides notice of the planned / known procurement activities that Executive need to make a key decision.

### 2.0 Recommendation to Executive

Executive is asked to consider the contents of this report in respect of proposed over £200,000 activity that is listed in Appendix 1 and to, in accordance with the Council's CPRs:

- 2.1 gives Approval to Procure each procurement procedures listed in Appendix 1 to the Report. Note that the values, potential route to market and whether a tender is collaborative with Waverley may change.

### **3.0 Reasons for Recommendations**

- 3.1 Executive is required to approve all key decisions with financial consequences of £200,000 or more. It is good governance therefore to provide Executive with a summary of all proposed procurements, that individually are estimated to be total value of £200,000 or more, prior to procurement procedures formally commencing.

Planning procurement activity ensures:

- effective stakeholder management
- effective procurement and sourcing
- compliance with relevant procurement legislation and the Council's own CPRs
- how best value is to be achieved is clearly defined including how contract management will ensure that that the Council attains best value during the life of the contract

- 3.2 To avoid the need to submit multiple individual requests for Approval to Procure in FY2024/25

- 3.3 A further paper discussing awards will be submitted in due course.

### **4.0 Status of Report**

No part of this report is considered to be exempt.

### **5.0 Strategic Priorities**

- 5.1 This report helps meet various strategic priorities of GBC as planning procurements in good time will help GBC be a well-managed Council. In addition, by reducing procurement timescales, we will make GBC a more attractive Council for local companies to bid for.

## **6.0 Background**

- 6.1 Prior to the CPRs being introduced, permission to enter into contracts was delegated to different individuals / boards.
- 6.2 The CPRs now request that Procurement obtain Executive approval prior to tendering for any contract over £200,000 and before awarding. This is in addition to any Officer/Key decision governance.
- 6.3 Procurement are now establishing a pipeline of activities to be undertaken over the short and medium term, which will enable Procurement to prioritise their resource to support both Councils.
- 6.4 As with other local Councils (e.g. Surrey County Council) it is considered good practice to submit a forward procurement plan (i.e. Procurement Pipeline) to Executive to obtain permission to proceed to tender (where appropriate), rather than submit individual items as and when.
- 6.5 There is also the potential that if in year spend on Suppliers is greater than £100m, under the Procurement Act 2023, GBC would have to publish a pipeline of future procurement activities.
- 6.6 This report does not commit the Council to undertaking the procurements in the list, nor use the route to market stated, and it is possible items may be withdrawn, expedited or deferred.
- 6.7 This paper only seeks to obtain the necessary approval from Executive for permission to tender for contracts as required under the CPRs. All other governance required (e.g. financial approval, any board approval necessary) is out of scope of this paper.

## **7.0 Options**

- 7.1 The two options considered by Procurement are:
  - a) Bring a consolidated pipeline of procurement activity at periodic intervals, saving officer and Executive time, and reducing the time taken to procure.
  - b) Bring each individual item to Executive, which will incur more time and cost writing individual reports.

## **8.0 Consultation**

8.1 Any public consultation required for each tender (e.g. Section 20 for Housing Contracts, PSED) will be conducted at the appropriate time pre-tender.

## **9.0 Key Risks**

9.1 The major risk is that the new CPRs will require more resource from Procurement to draft papers for Executive.

9.2 Failure to adopt the recommendation will mean longer timelines to procure goods, services and works for the Council.

9.3 Without planned procurement pipelines and approvals there is a heightened risk of non-compliant spend as contracts may expire prior to re-procurement taking place within timely and manageable timelines.

## **10.0 Legal and Governance Implications**

10.1 There are no legal implications of this report.

## **11.0 Financial Implications**

11.1 There are no financial implications for this report, financial approval will be sought prior to any tender commencing.

## **12.0 Human Resources Implications**

12.1 There are no HR implications for this report.

## **13.0 Equality and Diversity Implications**

13.1 No Equality and Diversity Implications for this report.

## **14.0 Climate Change and Sustainability Implications**

14.1 No climate change implications for this report

## **15.0 Next Steps**

15.1 If approved, Procurement and the Services will proceed to market for the services listed.

## **16.0 Background Papers**

None

## **17.0 Appendices**

Appendix 1: Procurement Pipeline – a list of currently known contracts that need procuring.

**Report clearance progress:**

Finance	Jo Knight	22 August 2024
Legal & Governance	Tom Edwards	22 August 2024
Human Resources	Francesca Chapman	22 August 2024
Equalities	Ali Holman	22 August 2024
Strategic Director	Richard Bates	22 August 2024