

Policy Review and Development Panel

Grand Jury Room, Town Hall
15 June 2009 at 6.00pm

The Policy Review Panel deals with
reviewing policies and issues at the request of the Cabinet or Portfolio Holder, or pro-actively identifying issues that may require review; dealing with those issues either directly or by establishing Task and Finish Groups, monitoring progress of these Groups and assessing their final reports.

Information for Members of the Public

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Terms of Reference

Policy Review and Development Panel

- To review strategies and policies at the request of the Cabinet either directly or by establishing Task and Finish Groups, and to make recommendations back to Cabinet for decision.
- To review issues at the request of a Portfolio Holder either directly or by establishing Task and Finish Groups and to make recommendations back to the Portfolio Holder for decision.
- To monitor progress of Task and Finish Groups and assess their final reports prior to their submission to either the Cabinet or the Portfolio Holder.
- To proactively identify issues that may require review and improvement and to seek Cabinet's agreement as to whether and how they should be examined.

**COLCHESTER BOROUGH COUNCIL
POLICY REVIEW AND DEVELOPMENT PANEL
15 June 2009 at 6:00pm**

Members

Chairman : Councillor Julie Young.
Deputy Chairman : Councillor Nick Barlow.
Councillors Nigel Chapman, Mike Hardy, Justin Knight and Jill Tod.

Substitute Members : All members of the Council who are not Cabinet members or members of this Panel.

Agenda - Part A

(open to the public including the media)

Members of the public may wish to note that Agenda items 1 to 6 are normally brief and the last Agenda Item is a standard one for which there may be no business to consider.

Pages

1. Welcome and Announcements

(a) The Chairman to welcome members of the public and Councillors and to remind all speakers of the requirement for microphones to be used at all times.

(b) At the Chairman's discretion, to announce information on:

- action in the event of an emergency;
- mobile phones switched off or to silent;
- location of toilets;
- introduction of members of the meeting.

2. Substitutions

Members may arrange for a substitute councillor to attend a meeting on their behalf, subject to prior notice being given. The attendance of substitute councillors must be recorded.

3. Urgent Items

To announce any items not on the agenda which the Chairman has agreed to consider because they are urgent and to give reasons for the urgency.

4. Declarations of Interest

The Chairman to invite Councillors to declare individually any personal interests they may have in the items on the agenda.

If the personal interest arises because of a Councillor's membership of or position of control or management on:

- any body to which the Councillor has been appointed or nominated by the Council; or
- another public body

then the interest need only be declared if the Councillor intends to speak on that item.

If a Councillor declares a personal interest they must also consider whether they have a prejudicial interest. If they have a prejudicial interest they must leave the room for that item.

If a Councillor wishes to make representations on an item on which they have a prejudicial interest they may do so if members of the public are allowed to make representations. In such circumstances a Councillor must leave the room immediately once they have finished speaking.

An interest is considered to be prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice the Councillor's judgement of the public interest.

Councillors should consult paragraph 7 of the Meetings General Procedure Rules for further guidance.

5. Have Your Say!

(a) The Chairman to invite members of the public to indicate if they wish to speak or present a petition at this meeting – either on an item on the agenda or on a general matter not on this agenda. You should indicate your wish to speak at this point if your name has not been noted by Council staff.

(b) The Chairman to invite contributions from members of the public who wish to Have Your Say! on a general matter not on this agenda.

6. Minutes

1 - 6

To confirm as a correct record the minutes of the meeting held on 2 March 2009

7. Procurement Strategy 2009-2012

7 - 16

See report by the Head of Resource Management

8. Work Programme 2009/10

17 - 20

See report by the Head of Corporate Management

9. Exclusion of the public

In accordance with Section 100A(4) of the Local Government Act 1972 and in accordance with The Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 (as amended) to exclude the public, including the press, from the meeting so that any items containing exempt information (for example confidential personal, financial or legal advice), in Part B of this agenda (printed on yellow paper) can be decided. (Exempt information is defined in Section 100I and Schedule 12A of the Local Government Act 1972).

POLICY REVIEW AND DEVELOPMENT PANEL 2 MARCH 2009

Present :- Councillor Julie Young (Chairman)

Councillors Nick Barlow, Mike Hardy and Justin Knight

Also in Attendance :- Henry Spyvee

Theresa Higgins

Tina Dopson

Substitute Members :- Councillor Kevin Chapman for Councillor Kevin Bentley

Councillor Beverly Lissimore

for Councillor Beverly Davies

25. Minutes

The minutes of the meeting held on 9 February 2009 were confirmed as a correct record.

Councillor Nigel Chapman (in respect of being a member of the Board of Colchester Borough Homes) declared a personal interest in the following item pursuant to the provisions of Meetings General Procedure Rule 7(3)

Councillor Julie Young (in respect of her membership of Essex County Council) declared a personal interest in the following item pursuant to the provisions of Meetings General Procedure Rule 7(3)

26. Waste Prevention and Recycling // Options Appraisal

The Panel considered a report by the Head of Street Services providing information on the potential options for the future delivery of the waste and recycling collection service, the purpose of which was to identify options for the delivery of the service that would allow the Council to raise its recycling and composting performance to the levels being achieved by the highest performing authorities following the principles set out in the waste to resources strategy.

Matthew Young, Head of Street Services and Chris Dowsing, Strategic Waste and Sustainability Manager, attended the meeting to assist members in their discussions.

Paula Whitney addressed the Panel, pursuant to the provisions of Meetings General Procedure Rule 5(1). She considered the Options report contained some good points that the Panel should not lose sight of. She commended the Council for having garden waste collections but was disappointed that the Borough was the second lowest performer in the County. Additionally estimated home composting performance was low compared to the best. She noted, however, that Colchester's vehicle costs were relatively low. The Waste to Resources Action Programme report of June 2008 indicated that Colchester's income from paper and other recyclables was very low. Income from mixed materials amounted to around £12 per ton whilst separated

materials reached between £50 and £100 per ton. She therefore stressed the importance

Councillor Dopson, the Portfolio Holder for Performance and Partnerships attended and, with the consent of the Chairman, addressed the Panel explaining that a comprehensive report had been prepared for the Panel's consideration including data as to how to increase recycling tonnages and from the Country's top performers, according to a range of criteria. She invited the Panel to come to a conclusion as to which type of 'Best' Colchester should aspire to.

Chris Dowsing provided the Panel with a presentation highlighting the important issues which had emerged from the Options Appraisal, including:

- Colchester currently had a recycling rate of 32.79% compared to 58.4% by the highest performer and 50% by the 20th highest performer;
- Colchester would need to increase its performance by 17% to reach 50% and 25% to match the best;
- The ten highest recycling and composting local authorities and the ten most improving local authorities all undertook alternate weekly collections using wheeled bins;
- The findings of the study undertaken by WRAP, the Waste to Resources Action Programme, had shown, amongst many other detailed matters, that 30% of food bought is thrown away and the amount of food waste being collected increased when residual waste collections were undertaken alternate weekly compared to a decreasing trend where residual collections were weekly.

The Panel gave particular consideration to the following issues:

- The effect on local authority recycling performance of residents choosing to home compost;
- The effect of supermarket 'Buy One Get One Free' campaigns on the amount of food bought but not consumed and the introduction of the 'Love Food Hate Waste' campaign which supermarkets were now supporting;
- The requirement for food waste collections to be undertaken weekly because of the nature of the waste thus precluding an option for alternate weekly food waste collections;
- The proportion of local authorities which collected residual waste by black sack on an alternate weekly basis and the alleged problems associated with vermin;
- Some local authorities had opted to undertake both weekly and alternate weekly collections based on seasonal considerations but this was considered difficult to manage operationally and potentially confusing for residents;
- The option for Colchester to continue to collect in accordance with current arrangements but with an added weekly food waste collection had the predicted effect of poor levels of recycling participation;
- The need to bear in mind customer satisfaction in determining the Council's future collection regime but the difficulty in meeting various customer preferences;
- The fact that Colchester currently had no limit on the number of black sacks able to be put out for collection and the negative impact this had on residents' willingness to recycle;
- The strategy used by local authorities to change residents' behaviours about waste in

terms of minimizing the size of residual waste containers whilst maximizing the size of recycling containers;

- The limited scope available for future recycling initiatives to include difficult to recycle items such as toothpaste tubes, toothbrushes and crisp packets and the scope to continue with 'Bring Sites' for items such as tetra pak containers and batteries.

RECOMMENDED to the Cabinet that a Task and Finish Group comprising the following membership,

- Liberal Democrats 2 members
- Conservative 2 members
- Labour 1 member
- Independent 1 member

be formed to investigate in more detail the options for and to make recommendations on the future delivery of the waste and recycling service.

Councillor Nigel Chapman (in respect of being a member of the Board of Colchester Borough Homes) declared a personal interest in the following item pursuant to the provisions of Meetings General Procedure Rule 7(3)

Councillor Julie Young (in respect of her spouse being a member of the board of Colchester Borough Homes) declared a personal interest in the following item pursuant to the provisions of Meetings General Procedure Rule 7(3)

27. Nottingham Declaration Strategy and Action Plan

The Panel considered a report by the Head of Street Services providing details of the Council's Climate Change Strategy and Action Plan, developed under its Nottingham Declaration commitment, inviting the Panel to consider its contents and provide views and recommendations on its suitability for mitigation and adaptation to climate change.

Samantha Preston, Climate Change Officer, attended the meeting to assist members in their discussions.

Paula Whitney addressed the Panel, pursuant to the provisions of Meetings General Procedure Rule 5(1) referring to the better fuel economy of the Council's previous fleet of refuse freighters in terms of carbon emissions, the conclusions of the Waste to Resources Action Programme report regarding the increased cost of collecting mixed waste and sending it to a Materials Recovery Facility and the generally positive effect on climate change of all composting practices.

The report explained that the Nottingham Declaration Commitment was signed by Colchester Borough Council in February 2007, which included a commitment to produce a Climate Change Strategy and an Action Plan to demonstrate its commitment. This had been drafted in September 2008 and had undergone public

consultation. The results of the consultation were extremely positive and the strategy had been adapted to accommodate many of the comments that were received.

The overall aim of the strategy was to incorporate all climate change related targets under an 'umbrella' document, allowing progress in this area to be monitored in a joined up way. Under this strategy the Council has four priorities relating to climate change, Reducing our Own Emissions, Being a Community Leader, Delivering Sustainable Services and Using our Powers each of which included aspects of mitigation and adaptation.

The first priority aimed to support the Council in reducing CO2 emissions from its own buildings and operations; Being a Community Leader set out how the Council would help to raise awareness of climate change across the borough and the various projects that will support a reduction in CO2 emissions from schools, businesses and residents; Delivering Sustainable Services concentrated on each of the Council services to ensure that they are delivered in a sustainable way and, lastly, Using our Powers is intended to ensure that the Council can maximise its existing influence across the community to help mitigate and adapt to climate change.

The Panel gave particular consideration to the following issues:

- The 'Buy Local' campaign and the possibility of including a reference to this within the Strategy;
- Whether it was possible for the Council to provide additional resources to the Warm Homes Project;
- The diversity implications of the Strategy and the importance of reaching people in rural areas and those whose first language was not English;
- The possibility of extending the insulation programme to the housing managed by Colchester Borough Homes;
- The amount of publicity it was possible to issue in relation to the Strategy bearing in mind relatively limited amount of officer resource available to accommodate the work generated;
- The feasibility of improving all homes in the Borough to the Warm Homes standard.

RECOMMENDED to the Cabinet that the adoption of the Nottingham Declaration Strategy and Action Plan be approved.

28. Equality and Diversity // The Current Scheme, the Equality Standard and Framework and the Equality Bill

The Panel considered a report by the Interim Head of Corporate Management seeking feedback on the Council's current Equality and Diversity Scheme, the changes taking place nationally to replace the Equality Standard with an Equality Framework and the introduction of the Equality Bill.

Councillor T. Higgins, the Portfolio Holder for Culture, Tourism and Diversity attended and, with the consent of the Chairman, addressed the Panel seeking the Panel's

approval of the approach outlined in the report.

In accordance with the framework set out in the Diversity Policy and Plan, the Council adopted a Race Equality Scheme in 2002, a Disability Equality Scheme in 2006 and a Gender Equality Scheme in 2007. The Race Equality Scheme was refreshed in 2008, outlining the Council's commitment and intentions to meet the requirements of the Race Relations (Amendment) Act 2000. It also detailed how the Council intends to respond to the needs of all people in increasingly diverse communities and promote race equality across the borough.

The Disability Equality Scheme's aims were to promote equal opportunities regardless of disability in the delivery of services and employment of staff. This Scheme also sought to ensure that people are not discriminated against, directly or indirectly, as a result of their disability.

The Council's Gender Equality Scheme's aims were to overcome potential discrimination that might be experienced because of gender, either in service delivery or in employment.

The Equality Standard was a framework with five levels which enabled councils to ensure that they have mainstreamed equalities systematically. Each level had a different set of criteria, and the Council reached Level 2 in April 2005. The Council had made further significant progress in establishing valuing diversity as a core value of the organisation and this was now key to the way we operate. Councillors had previously determined that they wish to reach Level 3 of the Equality Standard to recognise this effort and commitment.

The key requirements of Level 3 required that each service within the Council had developed an Equalities Action Plan which had become part of their performance management processes. These action plans were based on the impacts identified in Equality Impact Assessments and any consultation and research which had been undertaken. Each service needed to have begun to achieve some of the objectives in their action plans and the Diversity Policy. In addition to the existing three strands of Gender, Race and Disability, Level 3 of the Equality Standard requires councils to incorporate the three newer equality strands of Age, Sexual Orientation and Religion or Belief by March 2009. This would lead to councils having a Single Equality Scheme which covers all six equality strands in one scheme.

The Equality Standard has been in place since 2001 and will be replaced by the Equality Framework from 1 April 2009. The Equality Framework, which will cover all six strands of diversity, aims to be simpler, and less process-driven; based on self-assessment and peer challenge; relevant to existing performance frameworks and to Comprehensive Area Assessment; and to be aspirational – highlighting the role of local authorities and partners in challenging inequality in their communities. The Council intended to start the work required to develop a single Equality Scheme in advance of the legislation requiring its introduction. This is to avoid delay and as it was clear that there were several strategic, operational and financial benefits to amalgamating the schemes and having a single equality scheme for the whole authority.

Councillor Spyvee attended and, with the consent of the Chairman, addressed the Panel explaining the difficulties he had experienced in locating equality and diversity information from the Council's website.

The Panel gave particular consideration to the following issues:

- The fact diversity monitoring for staff who were new to the organization was undertaken and this information was used in service planning work;
- The availability of Diversity training for Councillors;
- Information relating to the breakdown of Council's achievements in respect of the Equality Standards;
- The likely timescales involved for developing Single Equality Scheme.

RESOLVED that the current situation regarding the Council's current Equality and Diversity Scheme, the changes taking place nationally to replace the Equality Standard with an Equality Framework and the introduction of the Equality Bill be noted.

29. Work Programme 2008/09

The Panel considered a report by the Interim Head of Corporate Management giving details of the work programme for 2008/09 and the work successfully completed during the year.

It was explained that to inform the Panel's work programme for next year, discussions would take place with the Chairman prior to the meeting of the Panel scheduled in June 2009 with a view to providing the Panel with options for consideration at that meeting.

RESOLVED that the completed Work Programme for 2008/09 and the arrangements for the forthcoming Municipal Year be noted.

15 June 2009

Report of	Head of Resource Management	Author	Jackie Martin ☎ 282361
Title	Procurement Strategy 2009-2012		
Wards affected	All Wards		

This report concerns the Council's Procurement Strategy.

1. Action Required

- 1.1 To review the Council's Procurement Strategy as proposed in **Appendix A** to this report.

2. Reasons for Action

- 2.1 The Council first adopted a formal Procurement Strategy in 2003 to help ensure that our procedure rules remain relevant and compliant with EU regulations. This policy was updated in 2005 but we have now reviewed and strengthened the strategy with reference to changes in legislation and best practise.
- 2.2 The strategy supports the Council's Strategic Plan adopted in February 2009 and our statutory responsibilities. It takes into account sustainable procurement, equality and diversity, supporting local businesses and procurement best practise.
- 2.3 A key element to the strategy is working in partnership and collaborating on procurement. This strategy outlines Colchester's approach to delivering best practise and highlights our support of the Essex Procurement Hub and the Procurement Agency for Essex (PAE).

3. Alternative Options

- 3.1 The Council should have a procurement strategy. The alternative is to adopt the National Procurement Strategy. However, this is a standard template and does not adequately reflect local concerns.

4. Supporting Information

- 4.1 The Procurement Strategy 2009-2012 is attached in **Appendix A** to this report.
- 4.2 The first part of the document covers why we have the strategy and how it supports the strategic plan. This is followed by external influences on the creation of the strategy from delivering value of money through to our public duty to promote equality of opportunity.

5. Proposals

- 5.1 The proposal is to have the strategy in place, to be reviewed and updated in a timely manner.

6. Strategic Plan References

- 6.1 Procurement of goods and services assists in delivering the Council's strategic plan and statutory responsibilities through supporting the delivery of excellent customer services, enabling improved value for money in delivering services, and ensuring that sustainability and environmental impact assessments are included in procurement decision making.

7. Equality, Diversity and Human Rights implications

- 7.1 The proposed policy is compliant with the relevant legislation, both at the inception of contracts and through their effective life.

8. Standard References

- 8.1 There are no particular publicity or consultation considerations, or financial, community safety, health and safety or risk management implications as a result of this report.



Colchester Borough Council

**Procurement Strategy
2009-2012**

Policy manager: Head of Resource Management
Portfolio Holder: Resources and Business
Lead Officer: Finance Manager, Financial Accounting

Date issued:	
Date approved:	
Review date	

Security marking:

Version number: Draft 0.2

Table of contents:

Introduction 1

Why do we have this strategy? 1

 How does this strategy support delivery of the Strategic Plan? 1

 What else has influenced the strategy? 1

Who is responsible for what? 2

 The Chief Executive 2

 The Head of Resource Management 2

 Heads of Service 3

What is the Strategy? 3

How will it be delivered? 3

 Essex Procurement Hub 3

 Procurement Agency for Essex (PAE) 3

 Partnership and Collaboration 3

 Regulatory Framework 4

 Value for Money 4

 Local Trade 4

 Equality and Diversity 4

 Sustainability 5

 Operational Plan 6

What are the procedural rules governing procurement? 6

Version control:

Version number	Date issued	Comment
Draft 0.1	4.3.09	Review draft for comment by Head of Resource Management and team
Draft 0.2	12.3.09	Post review by Head of Resource Management and Finance Manager

See also:

Constitution

- Financial Regulations

- Contract Procedure Rules

Introduction

Why do we have this strategy?

Colchester Borough Council's revenue expenditure on goods and services in both directly supporting the work of the Council and also in providing services to our residents, visitors and businesses totals £83m. This is a significant sum of money that gives the Council a significant economic influence in the area. It therefore needs to be spent in a way that is properly controlled and governed to ensure good value for money and promote the Council's public duties for equality and diversity and environmentally sound practices.

How does this strategy support delivery of the Strategic Plan?

The procurement strategy supports the Strategic Plan adopted by the Council on 18th February 2009. At a general level, procurement of goods and services assists in delivering the Council's strategic plan and statutory responsibilities. At a specific level, this procurement strategy is designed specifically to support the Council's objectives of:

- Making Colchester a place where people want to live, work and visit,
by using best practice procurement practices and decisions, supporting the delivery of excellent customer services, either directly provided by the Council or procured from third parties for delivery on behalf of the Council.
- shifting resources to deliver priorities,
by improving efficiency through better processes and better procurement to enable the Council's money to go further in delivering its services and by using shared expertise available through the Procurement Agency for Essex and the Procurement Hub; and
- be cleaner and greener,
by including a stronger emphasis on sustainability in the procurement strategy, both in terms of sourcing of services and goods and also in ensuring that whole life cost and environmental impact assessments are included in procurement assessments.

It also supports the Council's priority areas for action of:

- Community development,
through promoting a consistent approach to equality and reducing inequality in the provision of services and through requiring and promoting good practice in equality and diversity in the employment and contracting practices of all suppliers and partners.
- Enabling job creation
Through, to the extent that the regulations allow, sourcing appropriate goods and services through local businesses and promoting the development of local businesses by making the Council easier to do business with.

What else has influenced the strategy?

A number of external influences have been taken into account in the preparation of this strategy, including:

Procurement Strategy

- Delivering value for money as measured through the annual Use of resources assessment by the Audit Commission that forms part of the assessment of Council performance (see: <http://www.audit-commission.gov.uk/localgovernment/useofresources>.) and as measured through National Indicator 179 (see: <http://www.communities.gov.uk/localgovernment/efficiencybetter/deliveringefficiency/valueformoneygains/>).
- The UK Government Sustainable Procurement Action Plan (available here: <http://www.defra.gov.uk/sustainable/government/publications/pdf/SustainableProcurementActionPlan.pdf>) prepared in response to the Stern review on the economics of climate change;
- The public duty to promote equality of opportunity in the areas of Race, Disability and Gender (see: <http://www.equalityhumanrights.com/en/forbusinessesandorganisation/publicauthorities/pages/businessesorganisationspublicbodies.aspx>)

A number of internal drivers have been taken into account in the preparation of the strategy, including:

- The Medium Term Financial Forecast and Budget Strategy, which set the framework for a balanced budget over the medium term (3 years) and short term (1 year). Delivering these forecasts requires, amongst other things, delivering real efficiencies, including through improved procurement and sourcing decisions and through improved procurement processes and financial controls.
- Colchester Borough Council is a participant in the Carbon Trust's Local Authority Carbon Management Programme which is directed towards reducing the carbon footprint of the local authorities operations. The strategy directly supports this programme (see: <http://www.carbontrust.co.uk/carbon/PublicSector/la/>).

Who is responsible for what?

The Chief Executive

The Chief Executive has overall accountability for assigning the allocation of responsibilities that comprise the system of control for the Council.

The Head of Resource Management

The Chief Executive has delegated responsibilities for the creation and maintenance of this strategy and the supporting processes to Head of Resource Management as the policy manager.

They are responsible for ensuring:

- The strategy is in place, reviewed and updated on a regular basis;
- The strategy is communicated to Heads of Service for implementation;
- The implementation of the strategy to the extent that it mandates compliance with processes and procedures is monitored across services and that an effective reporting system is in place to report breaches or weaknesses to the Performance Management Board.

- The provision of an annual report on the effectiveness of the strategy, the performance during the year and any recommendations for improvement to the Performance Management Board.

Heads of Service

Heads of Service are responsible for ensuring that the compliance requirements of the strategy are effectively communicated to their services, that the strategy is followed within their services and to participate fully in the development and execution of the strategy.

Heads of Service are also responsible for ensuring that the provisions of the [Constitution](#) regarding [Contract Procedure Rules](#) and [Financial Procedure Rules](#) are effectively implemented and monitored within their services.

What is the Strategy?

Colchester Borough Council will continue its approach as an excellent authority to use best practice procurement approaches and processes to ensure that it can deliver high quality services in support of its strategic priorities at good value for money, ensuring that it promotes long term sustainability and it meets its public duties to promote equality of opportunity both within its own operations and through the impact of its buying decisions, using effective selection and management of its relationships with its partners and supply chain.

How will it be delivered?

One of the key elements to the National Procurement Strategy is working in partnership and collaborating on procurement. This method underpins Colchester's approach to delivering our procurement service.

Essex Procurement Hub

The council will continue to support the Essex Procurement Hub. The Hub provides the Council with access to a procurement team that provides hands on procurement advice and support. It also undertakes collaborative procurement for goods and services across all member authorities. The Council will promote efficiency in its own processes, retain access to specific procurement expertise and by joining its buying power with partner councils across Essex, improve its impact in promoting change.

Procurement Agency for Essex (PAE)

The Procurement Agency for Essex (PAE) offers a strategic advice service for Essex. The PAE helped us to review our procurement function. Our strategy is to use the PAE to help identify joint procurement opportunities across the County.

Partnership and Collaboration

As outlined earlier our Strategic Plan recognises that we cannot deliver our objectives on our own and that we will work with other organisations to help us improve efficiency and to bring in other expertise.

One of the key themes of the National Procurement Strategy is partnership and collaboration. Regional Improvement and Efficiency Partnerships (RIEPs) are partnerships of councils and other local service providers working together to deliver excellent Local Area

Procurement Strategy

Agreement outcomes, achieve 3% efficiency savings and support economic growth and community empowerment. The foundations laid by the Regional Centres of Excellence, which preceded them, have helped councils deliver over £4bn in efficiencies, will be integral to the success of the partnerships.

Through Service reviews we have embraced a number of opportunities for working in collaboration, such as our procurement function itself and we will continue to do so where there are benefits to be gained.

Regulatory Framework

Procurement has to work within a number of controls including legislative and governance issues. In addition the Council has other policies which must be adhered to as part of any procurement activity.

The key control over procurement activities is the Council's [Contract Procedure Rules](#) as set out in the Constitution. These rules are set at levels to ensure value for money can be achieved and that decision-taking can be made at practical levels.

Our strategy is to ensure that our procedure rules remain relevant and ensure compliance with EU regulations.

Value for Money

A function of procurement is to achieve value for money. We will achieve this by:

- challenging the way things are done and the way services are provided
- by collaborating with other Essex Procurement Hub members, the PAE and RIEPs to take advantage of increased purchasing power
- taking into account the potential impact of a sustainable approach and balancing price with quality (by using 'full life costs' for example)

Local Trade

In support of its strategic vision for Colchester to be "a place where people want to live, work and visit", its priority area for action of "enabling local job creation" and reducing the carbon footprint of its services, the Council recognises the important role it has in shaping the local area, encouraging the local economy and supporting local businesses. In so far as legislation and contract procedure rules allow, the Council will encourage the participation of local traders in its procurement of goods, services and works.

Equality and Diversity

In support of its public duty to promote equality of opportunity, Colchester Borough Council aims to achieve a robust and consistent approach to equality in the delivery of services and will work with partners and suppliers to ensure that suppliers are, as a minimum, compliant with the relevant legislation, both at the inception of contracts and through their effective life. The council will engage proactively with key suppliers to promote equality and positive practices in their operations and their provision of services to customers on behalf of the Council.

There are a number of actions to support this approach:

Procurement Strategy

- Complete and maintain an Equality Impact Assessment of the Strategy, the current state and identify priority remedial actions;
- Completion and maintenance of a contract register of all material contracts with suppliers;
- Supporting the Procurement Hub in promoting best practice through the application of relevant tests at the pre-qualification stage of any procurement, the accreditation process for the Portal;
- Bringing contracts and suppliers in compliance with this strategy at inception or renewal of contracts or earlier where opportunities allow;
- Working with fellow councils in the Hub to develop common monitoring and remediation approaches via the Hub, both to stream-line processes within the Council and simplify business arrangements for businesses working with the Hub.
- Promoting compliant contracts and suppliers within the Council to services to channel expenditure through compliant suppliers.

Sustainability

In support of both its strategic objective to “be cleaner and greener” and the priority area for action to “reduce, re-use and re-cycle”, the Council will use its procurement strategy to promote long-term sustainability in its own operations, reduce its own carbon footprint through its own services and its supply chain, consistent with meeting value for money criteria.

There are a series of actions to support this approach:

- Educate, train and encourage internal procurers and commissioners to review their consumption of goods/services, reduce usage and adopt more environmentally friendly alternative products
- Consider the costs and benefits of environmentally preferable goods/services as alternatives
- Investigate the impact of the Council’s expenditure on goods and services, via purchase spend analysis, to identify potential environmental impacts
- Investigate opportunities for the recycling and re-use of materials where appropriate
- Ensure, working with the Procurement Hub, that, where appropriate, suppliers’ environmental credentials are, as far as legally practicable, considered in the supplier evaluation process and that environmental and equality and diversity criteria are used in the award of contracts
- Assess the environmental and corporate risks to the organisation with a commitment to continually improving sustainable performance related to the supply chain
- Work in partnership with other organisations, such as buying consortia to improve sustainable procurement
- Ensure that consideration is given to inclusion, within all specifications, of a facility for suppliers to submit offers for environmentally friendly alternatives
- Specify, wherever possible and practicable, the use of environmentally friendly goods
- Aim to provide goods and services at best value to the Council
- Address barriers to entry in order that Small and Medium Sized Enterprises (SMEs), local suppliers and the voluntary sector are encouraged to bid for the Council’s business

Procurement Strategy

- Educate our suppliers regarding the Council's environmental, sustainability and equality and diversity objectives
- Encourage and persuade suppliers to adopt environmentally friendly processes and supply environmentally friendly goods/services
- Work with key suppliers to make changes and thereby extend sustainability improvements throughout the supply chain
- Comply with all relevant environmental, health & safety, diversity, disability and employment legislation

Operational Plan

Each year an operational plan for procurement is produced. This sets out the key work areas and provides a set of measurable targets for the coming year. Progress against those key work areas is monitored regularly through the Council's Procurement Action Plan team and the Essex Procurement Hub.

What are the procedural rules governing procurement?

The [Constitution](#) provides guidance on the commissioning of goods and services and is managed through the [Contract Procedure Rules](#) and [Financial Procedure Rules](#). Officers are required to adhere to these rules when purchasing on behalf of the Council.

Broadly the guidelines can be summarised as follows:

1. A Buyer identifies the need to purchase goods/services
2. Before any tender is conducted or order placed, a budget needs to be approved, following the [Financial Procedure Rules](#)
3. Once a budget has been determined, current contracts and frameworks in place should be reviewed to determine whether a supplier is already available
4. If yes, then the [Purchase Order Process](#) is followed.
5. If no contract or framework is available then the buyer will need to follow the [Contract Procedure Rules](#), gaining at least three quotes (spend less than £50,000), conducting a full tender process (spend £50,000 or more) or conducting a full EU tender process (spend on Goods or Services >£139,000 or Works >£3.2M).
6. If the spend is of a capital nature, then a project business plan will need to be completed, which includes a requirement to assess the environmental, sustainability, equality and diversity issues.
7. All contract spend should be assessed on a lifetime value basis. Service Accountants will provide support in the financial elements.
8. Once a contract or framework is in place, buyers should follow the [Purchase Order Process](#) to secure the order and record the financial transactions correctly.
9. Contracts should be effectively managed on an ongoing basis to ensure that continuity of supply/service occurs.

Policy Review and Development Panel

Item

8

15 June 2009

Report of	Head of Corporate Management	Author	Amanda Chidgey
Title	Work Programme 2009/10		☎ 282227
Wards affected	Not applicable		

This report seeks consideration of issues to comprise the 2009/10 Work Programme for the Policy Review and Development Panel.

1. Decision Required

- 1.1 The Policy Review and Development Panel is asked to consider issues to formulate the Panel's work programme for 2009/10.

2. Introduction

- 2.1 At the end of the last Municipal Year the Policy Review and Development Panel had effectively completed its work programme with no substantive business required to be carried forward to 2009/10.

- 2.2 A number of Task and Finish Groups were set up by the Panel in 2008/09 and the lead officers for each of the Groups have each been asked to provide an update on progress for consideration by the Panel, details of which are set out below:

- **Night Time Economy**

- **20 mph speed limit**

Not possible to provide update to this meeting due to delayed receipt of information requested from Essex County Council. Report to be submitted to Panel meeting on 10 August 2009;

- **Mayoralty**

Although it has not proved possible to call the membership together before now, investigations have been undertaken in relation to the issues identified for discussion which has enabled a report to be prepared and proposed dates for a meeting of the Group are in the process of being circulated.

- **Historic Town Centre Improvements**

The Historic Town Centre Improvement, part funded over three years by Haven Gateway monies is split into two parts:

1. Early wins programme – this looks at some early wins for the town centre, including:
 - remedial work to the old fire office building in the High Street in conjunction with the owners,
 - ways of improving access through St Peters Church, from North Hill to the High Street, this involves working with the church and other parties,
 - improving St Nicholas churchyard so that passers by can make better use of the space;

2. Historic Town Centre Improvements - Transport Proposals. This project draws on substantial previous work that has been undertaken and looks to bring together a number of work packages and to take these forward in order to deliver a sustainable transport solution for the town centre which will support the aspiration to achieve future economic growth and ensure Colchester's future as a place people want to live, work and visit. This project will see CBC and ECC working in partnership to ensure delivery of a successful transport management regime in the town centre which will underpin many of the projects already underway, and planned for the future. The transport proposals will support the aspiration for economic growth, whilst also contributing to the delivery of the desired improvements to the public realm, and ensuring the commercial viability and vitality of the town centre.

A workshop was carried out in February 2009 where a set of key principles were agreed between Colchester Borough Council and Essex County Council, as the basis for future work to develop an effective transport strategy for the town. This led to a set of agreed assumptions that require testing. A brief is currently being put together by a joint Borough and County team which will go out to tender in the next two months.

This team have offered to update the Panel at their next meeting in August.

- **Waste Prevention and Recycling Options Appraisal**

See notes of meetings held on 29 April and 11 May 2009, attached.

- 2.3 In accordance with usual arrangements Heads of Service have been asked to look at likely policy areas that would need to come to the Panel as part of their review or development.
- 2.4 The following issues have so far emerged from these discussions:
 - Procurement Strategy
 - Tree Strategy
 - Fleet Replacement Strategy
 - Economic Prosperity Strategy 2007 – 2010

and it is intended to produce a comprehensive list of current policies and strategies for the Panel to consider for review when this information is available.

3. **Alternative options**

- 3.1 This function forms part of the Panel's Terms of Reference and, as such, no alternative options are presented.

4. **Standard References**

- 4.1 There are no specific strategic plan references or financial, equality, diversity and human rights, community safety, health and safety, publicity and risk management implications in this matter.

Policy Review and Development Panel
WORK PROGRAMME 2009/10

	<u>15 June 2009</u>	<u>10 August 2009</u>	<u>21 September 2009</u>
Policy Initiatives		Tree Strategy	Community development/ neighbourhoods // Draft
Review of Corporate Policies	Procurement Strategy 2009 – 2012		Fleet Replacement Strategy
Task and Finish Groups	Night Time Economy // Update Historic Town Centre Improvements // Update Waste Prevention and Recycling Options Appraisal // Update	20mph speed limit Task and Finish Group // Update Mayoralty // Report on Findings Waste Prevention and Recycling Options Appraisal // Update	Night Time Economy // Draft Conclusions Waste Prevention and Recycling Options Appraisal // Update

	<u>9 November 2009</u>	<u>11 January 2010</u>	<u>1 March 2010</u>
Policy Initiatives		Community development/ neighbourhoods // Final	
Review of Corporate Policies		Economic Prosperity Strategy 2007 – 2010	
Task and Finish Groups	20mph speed limit // Draft Conclusions Historic Town Centre Improvements // Draft Conclusions Waste Prevention and Recycling Options Appraisal // Final Report	Night Time Economy // Final Report	20mph speed limit // Final Report Historic Town Centre Improvements // Final Report

