

London Borough of Waltham Forest

Report Title	Annual Procurement Plan 2024/25
Meeting / Date	Cabinet, 14 March 2024
Cabinet portfolio	Councillor Paul Douglas Portfolio Lead Member - Finance and Resources
Report author/ Contact details	Adam Sargent, Director of Procurement Resources Adam.sargent@walthamforest.gov.uk
Wards affected	ALL
Public access	Open
Appendices	Appendix 1 - Annual Procurement Plan 2024 Appendix 2 - EA Screening



1. Summary
 - 1.1 The Council's Contract Procedure Rules require the publication of an Annual Procurement Plan.
 - 1.2 This report provides details of proposed procurement projects in the coming year with a financial value of greater than £177,000 for supplies and services contracts, or £1,000,000 for works contracts.
 - 1.3 The Annual Procurement Plan provides is also a legal requirement for the Council and provides transparency to potential suppliers and other interested parties of our contracting intentions.
2. Recommendations
 - 2.1 Cabinet is recommended to:
 - 2.1.1 Approve the Annual Procurement Plan; and
 - 2.1.2 Note that the detailed business case for each of the proposed procurements will be subject to approval by the Strategic Commissioning Board to ensure that it meets the Council's objectives regarding value for money, sustainability and legal compliance.
3. Proposals
 - 3.1 Under the Council's Contract Procedure Rules an Annual Procurement Plan is necessary to enable better planning of major procurement activity which helps resource planning and also assist the market to understand forthcoming opportunities.

- 3.2 Procurements over £177,000 for supplies or services or £1,000,000 for works which arise during the coming year but are not listed on this plan will require separate cabinet approval to procure.
 - 3.3 Some of the items listed have been carried forward from the previous year's plan as they did not start as anticipated or may be comprised of a series of projects, some of which will start this year.
 - 3.4 All items listed will be required to follow the Contract Procedure Rules and will be subject to scrutiny before approaching the market to ensure value for money is achieved.
4. Options & Alternatives Considered
 - 4.1 Not producing an annual procurement plan. This would raise the risk of the Council being reactive in its procurement practice which often leads to less than optimal results. In addition, this would not meet our legislative requirements in terms of transparency.
5. Council Strategic Priorities (and other National or Local Policies or Strategies)
 - 5.1 The Annual Procurement Plan covers an extensive and wide range of contracts that support the Council's priorities from across all areas of the Council.
 - 5.2 The subsequent procurement of individual contracts will focus on specific strategic priorities, but all will be underpinned by the corporate priority to achieve excellence and ensure value for money.
6. Consultation
 - 6.1 Input from Directorates has been sought in producing the Annual Procurement Plan and agreement of the plan has been obtained from the Strategic Commissioning Board.
 - 6.2 Wider consultation on individual contracts will be carried out as necessary during the development of the specifications prior to commencing the procurements.
7. Implications
 - 7.1 Finance, Value for Money and Risk
 - 7.1.1 Each procurement project will be subject to the submission of a Procurement delivery Strategy to be scrutinised by the Strategic Commissioning Board.
 - 7.1.2 This forum will assess the proposed delivery models / options appraisals, the budget and value for money and risks associated within the options appraisals and delivery strategies.
 - 7.2 Legal
 - 7.2.1 The publication of the Annual Procurement Plan complies with section 5 of the Council's Contract Procedure Rules.

- 7.2.2 Following the publication of the National Procurement Policy Statement in June 2021, contracting authorities such as the Council must publish pipelines of their planned procurements.
- 7.2.3 The Public Services (Social Value) Act 2012 requires public authorities to consider the economic, social and environmental well-being of their area when undertaking public procurements. The Act sets out a number of requirements that public authorities must comply with before starting the procurement process including considering:
- how what is being procured might improve economic, social and environmental wellbeing of its area;
 - how the improvement might be secured and
 - whether to have a consultation on the potential improvement themselves or how they be secured.
 - Publication of the Annual Plan enables time to consider the potential impacts and benefits for the local area.
- 7.2.4 Following the United Kingdom's exit from the European Union in 2020, the UK Government has reformed public procurement legislation, which derived from EU law. This new legislation has received Royal Assent in 2023 and is expected to make material changes to the way in which public procurement will be undertaken, however the full details are expected to be finalised April 2024 with an initial view of implementation by October 2024.
- 7.3 Equalities and Diversity
- 7.3.1 An initial screening exercise of the equality impact of this decision was undertaken and determined there was no impact on the Council's equality duty.
- 7.3.2 The specifications for each individual procurement will take into account equality impacts.
- 7.4 Sustainability (including climate change, health, crime and disorder)
- 7.4.1 Addressing the Climate Emergency is one of the key priorities of the Council and it will look to address through introducing sustainability initiatives through the commissioning of its procured contracts in addition to utilising social value obtained through the Council's suppliers.
- 7.4.2 A key recommendation from Council's adopted Climate Action Plan (CAP) related to sustainable procurement. Therefore, all procurement projects listed on the Annual Procurement Plan that are subject to consideration by the Strategic Commissioning Board are now scrutinised for what climate emergency and social value initiatives are being included within contracts. The membership of the Strategic Commissioning Board comprises cross-functional representation, including functional leads for both climate emergency and social value.
- 7.4.3 In addition to this, this year the Annual Procurement Plan identifies projects where there will be an enhanced focus on sustainability opportunities. This means that specialists from the Council's Climate Emergency team can support projects much earlier in the

commissioning process to help influence and shape sustainability initiatives.

7.4.4 The Council will also continue to adopt the LGA's Sustainable Procurement Toolkit, which was published in October 2021, for suitable procurement projects. Members of the Council's procurement team have also attended Carbon Literacy training.

7.4.5 Publication of the Annual Procurement Plan also enables all potential suppliers to prepare for when tenders are eventually issued. More effective planning enables officers to incorporate sustainability criteria into future tenders which may benefit local regeneration. The publication of the Annual Procurement Plan will enable local organisations to plan ahead and resource accordingly to bid for our contracts.

7.4.6 Officers are required to apply at least 10% of the evaluation criteria on tenders to social value. The Public Services (Social Value) Act 2012 requires the Council to consider the impact of any proposed contract over the threshold (currently c.£177,000) on the wellbeing of the relevant area and to consider consulting on such procurements.

7.4.7 Training is provided to all staff involved in procurement on sustainability and social value and the Local Government Association (LGA) National Advisory Group on Procurement has developed the 'National Social Value Measurement: The TOMs Framework' to embed social value measures in procurement activity and a system to track delivery of social value through procurement is being implemented this year.

7.5 Council Infrastructure

7.5.1 None

Background Information (as defined by Local Government (Access to Information) Act 1985)

None